

Job Title - Interview Plan

The hiring manager is responsible for identifying the work and expertise needed to be successful in the role. That process begins in creating the job description but needs to be carried into how you evaluate candidates and make hiring decisions. Build out a list of Must Haves, things that the candidate has already mastered and is able to demonstrate during an interview. The Must Haves should be clear and measurable.

Must Haves

Must Have	Interviewer who will focus on must have
1.	<ul style="list-style-type: none">• Interviewer (ideally have two interviewers focus on each must have. Each interviewer should have 2-3 must haves to evaluate)
2.	<ul style="list-style-type: none">• Interviewer• Interviewer
3.	<ul style="list-style-type: none">• Interviewer• Interviewer
4.	<ul style="list-style-type: none">• Interviewer• Interviewer
5.	<ul style="list-style-type: none">• Interviewer• Interviewer
6. (Too many must haves becomes difficult to measure and leads to a unicorn hiring mentality)	<ul style="list-style-type: none">• Interviewer• Interviewer

Nice to Haves

1. These are helpful for the interviewing team to watch for but understand not a requirement
- 2.



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Interview Stages:

Recruiter Phone Interview

Interviewer:	
Time:	30 Minutes By phone
Focus:	
Role Specific questions:	(4 -5 standardized questions tied to 2-3 must haves) Logistics

Hiring Manager Interview

Interviewer:	
Time:	45 Minutes
Focus:	
Role Specific questions:	1.

ON-SITE INTERVIEW - ZOOM

Interviewer:	
Time:	
Focus:	
Role Specific Questions:	



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