



CULTURE FOR CHANGE

Creating An Unrivaled Interview Process

Purpose:

The purpose of this document is to create an entry system into your company that is parallel to your culture, commitment, excellence, vision, and purpose.

The process you take your new hires through should immediately demonstrate to them your company's dedication to creating a powerful and inspiring workplace that is committed to social change in your community and around the world.

You have a huge opportunity in your market place to pick up the best talent in the industry. There are a plenty talented people that are seeking a new kind of company. Your company is that company, and your interview process should demonstrate that.

Don't Hire the Wrong Person:

Hiring the wrong person costs the company valuable time and resources. The more thought and design you put into your interview and entry process, the closer you can become to having a perfect "good-hire" ratio. Even very experienced companies and hiring managers make mistakes in hiring. We hope this document, and Culture for Change, will get you closer to always hiring the right people.

It is imperative that you plan your interview process. This process should be much more than reviewing a resume and then having an interview. Getting to the interview on time, and being dressed in a professional manner, is just not requesting enough from your future employee. You deserve for them to do more, to put in more effort to work for you company.

Procedure, Creating Your Process:

Below are a few steps to help you create your interview process. These steps are designed to assure you are hiring the right candidates and hiring people that will fit into your Culture for Change.

Step 1: *Inspire Your Future Employees.* The first step of your hiring process is to make sure you are inspiring your future employees and you are making them aware that you are unique company. Share with them your values, your purpose, and your goals. Tell your future employees about your Culture for Change. State how you are working to make a difference in your community, and the world, and how they can be a part of it. Share with them who you truly are, then they will understand that they really want this job.

This can be done with a document, a video, webpage, or anything else you have. This will also lead into step 2 (below) and give the interviewee instructions on continuing with the interview process.

Step 2: *Create Barriers to Enter the Interview Process.* One successful businessman was hiring his personal assistant. It was very important position for him, as he only wanted to hire the absolute best. After posting the job, he had those who wanted to apply to call and listen to a 30-minute prerecorded message. This message had details to the hiring process. This message showed him two things: it showed him who had good listening skills by the future employee taking notes from the message and following the next steps. It also showed him who was serious about the job. A large portion of people that called in would hang up the phone after a couple of minutes. The applicants that didn't follow through on the process were the exact people he didn't want to hire, and more than that, he didn't want to waste his time interviewing.

You don't need to do a prerecorded message, but we highly suggest having an activity that requires them to do more than just fill out an application. If you can create an exercise that ties to your industry, or their position, this is best.

Step 3: *Get to Know Them.* In reality, most applications and resumes tell you very little about the person. You may know where they went to school and their previous places of employment, but what about their attitudes, goals, desires, talents, etc. You will also want to make sure you are seeing if this new hire will work well with your desired culture.

There are many ways to create this step. You can have them answer the questions through email, your website, or through their own video email. Below is a list of questions that may assist you in getting to know your interviewee on a deeper level. These questions are designed to get to know that attitudes of the interviewee and to see if they will fit into your Culture for Change:

- What are you grateful for?
- What does *(insert one of your companies values)* mean to you?
- What do you consider to be your greatest strengths and how do you use them in your work?
- If your where given time to make a difference in your local community, what difference would you make and why?
- What concerns you most about the world we live in today?



- What would you change about the world?
- Do you believe the world can change from war and poverty, to peace and prosperity for everyone? Why or why not?
- What good do you see in the world today? What inspires you about the world we live in today?

Your Interviewing Process:

Now that you have the proper steps to get the interviewee to the interviewing process, now is time to design your interviews with as much intention and detail. Go over the questions that were answered above, and how the interviewee has gone through the interviewee process. Have multiple interviews with multiple people. This will give you a chance for proper collaboration on the decision. Also, make sure you ask questions that go deeper into the attitudes and behaviors of the interviewee (like the question stated above).

Companies will have interviews over dinner, with spouses, or do something that gets the interviewee out of the office and into a real world setting. This is a great idea for a final interviewee, especially if this is for a management or executive position.

Good luck on creating your ultimate team; a team that is dedicated to excelling in your company and making a difference in the world. Culture for Change is here to assist you in anything that you need.