

Hiring Traits Managers Look For

Whether you are looking for particular characteristics in a candidate or if you want to make sure you are coming off correctly as a candidate, here are some tips to find the candidate you want--- or to get the jobs you want:

Want someone who is hands on – Ask the candidate to take you through a project they ran step-by-step. Probe as to who did what, who did the candidate direct to do what. Listen for “I asked the person to do ...”, “I hired....”, “The team....”. This is not what you want to hear from a hands-on person!

Need a strategic thinker – Review business plans. Present the candidate with a scenario and ask them what they think. How do they see that scenario moving the company/division? Keep in mind that the candidate might not be familiar with your company or industry, but they should be able to provide you with a sound answer. Logic counts!

Need a writer – Reviewing samples is fine, but what you really want to look at are the drafts. How much editing did the candidate need? A writing test will help you decide if the candidate knows the principals of grammar and writing and how long they take to write it. Drafts will show you how much help they get on a regular basis and how much is their own. Some editing is fine, watch for re-writes!

Need an entrepreneur – Ask about growth and accomplishments. Ask about staff size. An entrepreneur keeps moving/growing. Large staffs get in his/her way!

Need someone to communicate to outside publics – Describe a product or a scenario and ask the candidate who they think the audience(s) is and how they would reach them. Their ideas might sound wild but you are listening for variety. Imagination and energy are essential!

Need a good staff manager – Have the candidate interview with all of your staff at one time. Don't give an advance warning. Is the candidate taken aback? Or, ask for more information/time? Comfortable or Uncomfortable? You want comfort!