

From The Desk of Peter Aloï:

INTERVIEWER DO's and DON'T'S (Part 1)

-  DO understand the difference between *Screening Candidates* and *Interviewing Candidates*. A screening call is usually 15 minutes or less. The main objectives here are to ask targeted questions related to the core responsibilities of the job and actively listen for match's, gaps in experience, or "Red Flags" needed to accurately assess and qualify or disqualify the candidate.
-  Do NOT find yourself stuck on an hour long screening call. If you find out that the applicant is not qualified, get off the phone quick!! BUT...Be mindful to do so in a courteous and professional manner. Just because he/she isn't a fit for this particular role, doesn't mean they won't be a fit for one in the future. Also, keep in mind that this individual could potentially be a networking or referral source for this job or others in the future!
-  DO be sure to clearly communicate hiring priorities, requirements and responsibilities to the candidate during the interview. This will ensure he/she leaves the interview knowing exactly what *would* be expected of them if they were to get the job. Also, allow the candidate time to reflect on your conversation and see if it's still an opportunity they want to pursue. This will save you heartache later on in the process, believe me!
-  Do NOT communicate uncertain job responsibilities, expectations or express nebulous and cliché qualities of "The Ideal Candidate", doing so runs the risk of the candidate leaving the interview feeling uncertain about the opportunity, the hiring manager, as well as the organization itself. Remember, the impression a hiring manager makes on a high potential prospective candidate during an interview is just as important as the impression the candidate makes on the interviewer.
-  DO make sure to have the candidate meet with other key members of the organization, e.g. senior leadership, colleagues/peers, and if applicable subordinates. In addition to meeting with the hiring manager, it is important that the candidate sees who they will be working with, cross-functionally reporting to, or potentially managing to better understand the company's culture and its employees.
-  Do NOT have a disgruntled employee interview a prospective candidate, that negativity may come across during their conversation and dissuade the individual from pursuing the opportunity further. Remember, everyone who comes in contact with the candidate during the interview process is a brand ambassador and could positively or negatively affect the candidates opinion of the company.
-  DO make sure to keep the messaging and goals of the hire the same throughout the process if there is more than one management personnel interviewing the candidate. Consistent messaging from Senior Leadership will portray a business organization and culture that is unified and diligent in the way that they vet out candidates and make critical hires.
-  Do NOT try to cram 6 different interviews that last an hour each all in one day; especially if the interviews slowly become more of an interrogation than an interview. There is nothing more irritating to a candidate than having to repeat the same story over and over again to 6 different people back to back to back. You will leave the candidate mentally and physically drained and hesitant to return or follow-up with interest.

I am interested in your feedback about this article. Please contact me at Peter@reitmanpersonnel.com.

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Peter supports our senior recruiters as the Candidate Development Specialist, recruiting candidates locally for a wide variety of positions including health care, IT, accounting and finance and engineering as well as nationally and internationally for **Reitman Security Search**. His recent successful searches include a GM, Americas for an enterprise network IP video provider, Director of Research and Development for a medical device manufacturer, IT Network Administrator for a web based HR solutions provider, a VP of Integration Operations for an Enterprise Security Solutions provider and an Environmental Health and Safety Director for a Chemical Processing and Refinery Plant.

Peter has a Bachelor's Degree in English from Central Connecticut State University, and is a graduate of University of New Haven's Industrial/Organizational Psychology Master's Program.

Founded in 1988, **Reitman Personnel** a full service staffing firm, which recruits and places temporary, temp-hire, direct hire, and executive staff in a wide variety of industries. **Reitman Security Search** is a leader in executive recruitment and consulting, specifically supporting the electronic security industry globally. Our clients include the industry's most sought-after employers; public and private electronic security technology manufacturers, specifiers/consultants, systems integrators, distributors and alarm dealers.

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Process Engineer, Chemical Processing Plant- CONNECTICUT

Director of Regional Sales (2), Enterprise Access Control- EAST & WEST Regions

Production Manager, Electromechanical Manufacturer- CONNECTICUT

Business Development Executive, Network Video Solutions & Technology- SOUTHEAST

Director, Manufacturing, Aerospace Products- CONNECTICUT

Business Development Manager- Managed Services- METRO NYC, CHICAGO, HOUSTON

Inside Sales/Account Manager, Electromechanical Manufacturer- CONNECTICUT

Field Sales Engineers (5), Network Video Solutions- METRO D.C., NJ, BOSTON, HOUSTON, & DETROIT

**Business Development Manager, US Vertical Markets- Network Video Solutions
COMPLETED**

**EH&S Director, Oil & Gas- Connecticut
COMPLETED**

**Director of Sales, IP Video- EAST
COMPLETED**

**CAD Design Engineer- Manufacturer- Connecticut
COMPLETED**

**Regional Sales Manager, Access Control- Eastern Canada
COMPLETED**

**Director of Manufacturing, Sensor Technology- Connecticut
COMPLETED**

**Product Marketing Manager, Americas (2), Video and Intrusion Automation Solutions
COMPLETED**