

Checklist & Tips for HR Interview

We are excited that you have this opportunity to interview for this position. We want to do our best to prepare you for the interview. We perform a HR Recruiter Preparation “Phone Prep” with you prior to each interview.

Confirm Information with Candidate

Candidate:		Company:	
Phone Number:		Job Title:	
Interview Date/Time:		Salary \$:	

Interview Prep Checklist

	<p>“Homework:” You have been sent the website and job description for you to review. Review the core products and services, new releases, etc. Make sure that you do research on the company. Know your background talents based upon the job description so that you are able to answer any questions.</p>
	<p>Keep in mind that the HR recruiter’s intent is to screen you for disqualifying factors (“red flags”). Avoid this by always staying positive in your responses.</p>
	<p>Understand the HR Recruiter is NOT Technical and has no more knowledge about the job that what he/she reads from the official description. Understand the completing this HR interview is the first step in a process of several that all must be completed in order.</p>
	<p>Communication is the Key. The recruiter is <u>listening attentively</u> to how you respond to her questions. Take your time, be concise, and answer in complete sentences.</p>
	<p>Have a copy of your resume and a list of accomplishments from your career. Try to mention these highlights if possible. Your resume is all the HR Recruiter has to base their view of your background.</p>
	<p>Be positive and definitive with your answers. Answer in full sentences. Don’t answer with just a “yes” or “no,” but don’t ramble on either. Remember to speak slowly, and enunciate your words. Many times one can become nervous and speak quickly without even noticing it.</p>
	<p>It’s important to maintain a proper stance for your interview – Such as always standing up, smiling, and be prepared. This actually allows you to focus and concentrate solely on the conversation.</p>
	<p>If you are using a Cell phone for the interview, make sure it is fully charged.</p>
	<p>Timeline: At times, the Recruiter is delayed in a meeting. Please be patient if s/he calls 5 – 10 minutes late. We apologize for this inconvenience.</p>
	<p>Think in terms of accomplishments, responsibilities, and deliverables when asked about past assignments. It’s best to have them measurable and tangible.</p>
	<p>If the HR Recruiter interrupts you, don’t be offended, they are just at the limit of their understanding due to their lack of technical background and are also often pressed for time. Do allow the HR Recruiter to ask their question fully before responding.</p>
	<p>Be prepared to answer these popular questions- what are your strengths and weaknesses and how can/have you been able to make your weaknesses stronger? If necessary, for a weakness, highlight something that you are proactively working on to enhance your skills in a specific area.</p>
	<p>When speaking about your past experience; make sure you discount your experience. (i.e. “I haven’t used it in years.”). Don’t offer information about “what you don’t know”.</p>
	<p>When asked to rate yourself 1-10 particular skill NEVER rate yourself a 10.</p>
	<p>Do not communicate any negative/bad experiences to questions about past employers, projects, managers, coworkers, etc. (i.e. long commute, management style they don’t agree, long hours, etc.).</p>
	<p>Don’t discuss money, benefits, flextime, vacation time, or telecommuting- we will provide answers to these questions and concerns. If the Recruiter discusses, try to minimize the depth of discussions.</p>
	<p>Confirm with Candidate the full time salary that s/he was presented to the client. It is a “red flag” if the candidate responds to the interviewer a different salary than was presented.</p>
	<p>After your interview: Call Recruiter and give feedback as soon as possible. This is very important so that the account manager has this information when they call the manager for the next steps.</p>



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