



The Exact Expertise to  
Ignite and Sustain Performance™

## LSA Global | White Paper



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## Quick Tips to Prepare for an Effective Interview

**H**ere are some quick steps from our interviewing workshop to help you to conduct a successful interview.

### Prior to the interview:

1. **List Technical Competencies:** Begin by listing the technical competencies needed for this position. This includes academic degrees, technical knowledge, certification or licenses, and related work experience.
2. **List Behavioral Competencies:** List 8 or more key job-related behavioral competencies the candidate needs to have to be successful in this position and fit in with your organizational culture. These competencies should fit under the following areas:
  - a. **INTELLECTUAL** (What problem-solving, decision-making or communication skills are needed?)
  - b. **INTERPERSONAL** (How will this person interact with co-workers and/or customers?)
  - c. **MOTIVATION** (What career goals and interests lead to success in this job?)
3. **Prepare:** Review the resume and select 2-3 major topics (e.g. jobs) which you can open up with "Tell me about..." Put the resume aside.

### During the interview:

1. **Discuss Accomplishments:** Ask for a major accomplishment in each topic area.
2. **Get Appraisal:** Use direct or third-party Self-appraisal Questions to understand how the candidate achieved accomplishments and how the supervisor rated their work. For example, "If I were to call Bob, your manager, how would he describe how you were able to accomplish...?"
3. **Listen for Competencies:** Ask candidates to list the competencies they draw on for their success, and compare their answer to the required competencies.
4. **Probe Deeper:** Probe for specific examples of how the candidate has demonstrated the other required competencies.
5. **Closing:** Wrap up the interview by answering the candidate's questions and, if appropriate, sell the position.
6. **Feedback:** At the end of the interview, review your notes and compare what you learned about the candidate to the competencies required for this position.





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### About LSA Global

Since 1995, LSA has helped organizations create and maintain competitive advantages through people. Over 85% of our business comes from repeat clients and our customer satisfaction rating is 97.5%. Our clients tell us that we are different. Our clients tell us that we save them both time and money. Our clients tell us that they appreciate access to experts across many areas.

*Our Leadership and Management clients report that we decrease their costs by up to 50%, while helping increase speed-to-productivity by 60% and decrease unwanted attrition by up to 40%.*

*Our Sales clients confirm that they have grown sales by 40%, increased units sold by 42%, increased average pricing by 12%, and closed over 50% of their pipeline.*

*Our Project Management clients inform us that, by regularly completing projects that meet or exceed expectations, they have become an anomaly in the world where most projects disappoint or fail.*

Our clients succeed in the marketplace through increased revenue, decreased costs, and higher productivity. They maintain that our rigorous assessment, implementation, and measurement capabilities bring them tangible results. As an organization, we are fiercely devoted to supporting their success.

