

Part of the BusinessCPR™ Management System, Step 5—Be Accountable for *Your* Results

The key to every company's future, no matter its size, is the people it hires today. You improve your odds of hiring the best people by adopting the BusinessCPR™ New Hire Process. See <https://business-cpr.com/articles/how-to-improve-your-employee-hiring-practices-so-you-employ-the-best-people/> to learn more about this process.

The setup for the determining step in hiring the best people lies in the candidate interview. Using a structured interview guide such as the BCPR Key Question or Job History guide helps you avoid asking too many general questions that result in superficial answers that fail to give the needed depth of understanding to recognize a weak candidate. Your goal during the interview is to use an interview guide to prompt the job candidate to give you specific answers that help you assess their fit for your company and the position. Their inability to give specifics – shows you they are not someone to hire.

The most important step in the BusinessCPR™ New Hire Process is to complete the following Post Interview Assessment soon after the candidate's job interview concludes. Here is where you pause and reflect on 10 key indicators of a potential hire fit with your company and the role you need them to perform. Through the interview scoring process, you will confirm whether you should hire the candidate or pass on them.

Should you have multiple people interview a candidate, the post-interview assessment needs to be completed by each interviewer in preparation for determining whether you will extend an employment offer or pass on a candidate. Do this because the best way to improve business profitability and cash flow is to hire the best people.

For most businesses, the difference between making what a business should and what it did is a function of who gets hired into a business and retained by management. A poor hire not only costs you significant money. They make it difficult for your best employees who must work with them. Use the following post-interview assessment to help you avoid this costly mistake by taking more care to hire an employee than you would to borrow money to buy a high-priced asset you expect to make “big” money by acquiring.

We are here to help ...

Should you have questions about implementing the BusinessCPR™ New Hire Process or in using the Posit Interview assessment, email help@business-cpr.com to schedule a time to speak with one of our BusinessCPR™ Certified Business Coaches to get your questions answered.



Post Interview Assessment

Candidate Name: _____

Job: _____

Interviewed By: _____

Interview Date: _____

Item	Area of Concern Description	Rating Points					High Quality Description	Comments / Observations
		1	2	3	4	5		
Past Results	Non-relevant past accomplishments / job.	1	2	3	4	5	Has done what we needed and was successful in the past.	
Technical Skills + Knowledge	Skill set is weak, no professional training	1	2	3	4	5	Certified, extremely knowledgeable, versatile skill set.	
Self-Motivation	Needs to be told what to do. Follow the leader.	1	2	3	4	5	Past success came from their own initiative.	
Leadership	Little to no experience.	1	2	3	4	5	Strong experience and training. Has managed _____ people.	
Execution	Does not hit deadlines or goals.	1	2	3	4	5	Exceeds expectations and accomplishes ahead of time.	
Key Deliverables	Never had deadline or budget goals etc	1	2	3	4	5	Has achieved similar goals, deadlines, and budget requirements as us.	
Flexible	Rigid approach to obtaining results.	1	2	3	4	5	Able to adjust style and methods to people and situations to succeed.	
Team Fit	Does not fit into his/her team.	1	2	3	4	5	Fits into his/her team.	
Cultural Fit:	Does not fit our company's culture.	1	2	3	4	5	Fits the company's culture. Safety, Quality, Time, Profit and STAFF.	
Recruit and Retain Staff	High turnover with past hires. People are "things"	1	2	3	4	5	Long term business "A" players hired and kept 7+ years	
ADD circled numbers for each column							YOUR SCORE _____	

Comments / Concerns / Other Areas to Note:

Company Fit – is this candidate a good fit for us regardless of the position? Hire Yes or No? - Why?

Job Fit – compared to other candidates, is this candidate the best fit for position applied for? Hire Yes or No? - Why?