
L.J. Doherty & Associates

Interview Skills Workshop Outline

Objective

Improve the awareness, confidence and ability of hiring managers to interview and evaluate candidates for employment.

Components

1. Common interview fears/difficulties
2. Economic factors
 - Direct and indirect costs of hiring mistakes
 - Potential benefits to company's competitive position/image
3. Purpose of interview
 - Identify relevant skills/accomplishments
 - Assess level of motivation
 - Determine cultural fit
4. Types of interviews
 - Phone screens
 - Evaluation
 - Specialist
5. Developing person specification
 - Position statement
 - Expected outcomes/accomplishments
 - Desired qualifications- hard and soft skills
 - Key success factors
6. Creating the proper environment
7. Conducting the interview
 - Process (order, categories, balance)
 - Types of questions
 - Legal considerations
 - Note taking

8. Miscellaneous factors

- Biases
- Control issues
- Credibility issues

9. Evaluation

- Cataloging data
- Grading- candidate vs. person specification
- Comparing candidates

10. References

11. Role playing (optional)

Biography

Len Doherty has been a retainer-based executive recruiter and staffing consultant since 1983. Since founding L.J. Doherty & Associates in 1991, he has conducted senior level assignments across all major functional disciplines for clients ranging from Fortune 50 to early stage, investor-funded startups. Targeted industry segments primarily include technology, financial services and manufacturing.

Prior to entering the retained search field, Len directed staffing activities for a major division of Honeywell Information Systems. While in this role, he designed and conducted basic and advanced interview skills enhancement workshops for hiring managers. He has subsequently conducted similar workshops for a variety of participants, including managers/executives of rapidly growing companies, members of non-profit organizations and principals of a venture capital firm. Len also co-directed two innovative outplacement centers that provided career transition services to over 400 employees.

Len's earlier career entailed manufacturing management and human resource/staffing positions with Honeywell and two small technology companies.

His academic background includes BS Business Administration (magna cum laude) and MBA degrees from Boston College.

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