



Veritas Search Consultants, Inc.

"Hiring the right candidate is an art not a science"

Sales Candidate Interviewing Guide

Candidate Interviewing Guide

Applicant Rating

Applicant Information

Name:

Telephone Number:

E-mail Address:

Position Information

Position

Human Resources (HR) Contact:

Applied For:

HR Contact Telephone Number:

Department:

HR Contact E-mail Address:

Interviewer Information

Name:

Job Title:

Telephone

Department:

Number:

Interview Date: Interview Time:

E-mail Address:



Interviewing

Directions for the hiring manager

Define your ideal candidates

- **Technical knowledge and skills:** These are learned skills obtained through education or previous jobs. Can they ramp up quickly?
- **Performance Skills:** These are skills that go above and beyond the technical skills. Examples of these skills would be organization skills, relationship building, strategic thinking, customer service, account planning experience and past successes.
- **Personal qualities and motivations:** These are ingrained in a person's make-up. These qualities will reveal if a candidate will do the job, not just can they do the job. Examples include initiative, adaptability to the existing culture, competitiveness, aptitude to quickly ramp, monetary requirements, goal orientation, leadership skills, communication skills, strong interpersonal skills problem solving abilities.

It is impossible to hire the right candidates unless you have clearly defined what you are looking for.

Define the right Job profile:

- **Position Title:** Example: Strategic Account Executive
- **Relationships and Roles:** Who will the employee report to and what other working relationships will they have? (SE's, Professional Services, Legal, Offer Development, Marketing and Project Management)
- **Job Specifics:** Geographic territory or vertical to be handled, travel requirements, start date, compensation requirements and quotas.
- **Duties and Responsibilities:** Expectations on reporting into the office, forecast accuracy, territory responsibilities (prospecting versus existing accounts) qualifying opportunities, utilizing

internal resources, account planning, deal reviews, Quarterly Business Reviews, building a pipeline 5x your annual quota, and customer service and follow-up.

- **Job Qualifications:** The minimum qualifications, specifications and standards to perform the job. Experience, education, training, certifications, C-level relationships and past successes.

Get a group consensus on the right candidate: make sure multiple people have interviewed the candidate.

Evaluating a resume

- Overall appearance
- Is the resume current?
- Are there spelling errors?
- Is everything in the proper tense?
- How many jobs have they had in how many years?
- Do they have dates on the resume?
- Is the previous position experience specific?
- Do they have the right industry job experience to match the opening?
- Does their resume include specific revenue and quota success in previous jobs?
- Training and certification completion?
- Do they have a college degree?
- Where do they live relative to current job opening?

- Does the resume mention the previous industries or specific accounts that they have handled? Does it match with what you have open on your team?
- Does the resume tell you what you want to know?
- Are there gaps in time on the resume?
- Is there a clear direction in the experience they have achieved?

It is important that you pre-screen candidates by phone and only interview those candidates that match your ideal candidate profile

Interviewing the Candidate

(Take notes throughout the interview so that you can go back and compare candidates)

- Are they flexible in their schedule to meet you?
- Did they arrive on time?
- When they arrive are they wearing a suit? The first impression people make is very important.
- Did they bring a copy of their resume?
- Have they prepared a business plan that outlines there 30-60-90 day plan for success?
- What is their body language?
- Do they listen or interrupt?
- Did they come prepared with a list of questions?

It is important that multiple people on the team, interviews the candidate; it helps with the on-boarding process

Types of Interviewing Questions:

Getting to know the candidate

- Where are you originally from?
- Are you currently employed?
- Why are you considering leaving your current position?
- What do you know about the position requirements?
- Did you get a chance to look at our website?
- Do you know what products and services we offer?
- Have you ever worked in this industry before?
- What do you know about this job and the industry we are in?
- Do you know whom we compete with?
- Why do you want to work for us?
- Are you currently interviewing with any other companies?
- How long have you been looking for a job?
- How long have you been in sales?

Questions around past work experience

- Have you ever held a position selling these products and services?
- If yes, what is the most important thing you learned in the job that you could bring to this job?
- Were you successful? Why?
- Describe the five most important things that made you successful?
- How would your colleagues describe you?
- What do you like least about your current job?
- What do you like most?
- What would your current boss say about you and your work ethic?
- How would you describe your last or current boss's management style?
- If you could make one constructive remark to your boss about his style what would it be?
- Describe a situation that absolutely shocked you during the selling process?
- Describe your most disappointing moment in your career?
- Describe a time when you had to ask for help because you did not know how to handle the situation?
- Do you have a mentor? If yes, describe them to me.
- What type of person do you enjoy working for?
- If I offered this job to you today what would you do day 1 to ensure your success?
- Define success?

- What part of the sales process do you dislike the most?
- Describe the one thing that you need to improve on?
- What is your greatest strength?
- Have you ever lost an opportunity that you were quite sure you would win? If so, why? What did you do following the loss?
- Have you ever missed your Quota? If so, Why?

Communication Skills

- If you started here on Monday how would you go about getting to know your team members and the people across the organization?
- How do you get along with your current boss? What type of person is hardest for you to get along with?
- Tell me about your experience in working on teams?
- If given the opportunity to work on a team or work alone which would you choose?
- Tell me about a time that you had a conflict at work either with your boss or a colleague?
- Tell me about a situation that required strong communication skills?

Conflict/ Persuasion Skills

- Have you ever been in a dispute with a supervisor or colleague? What was it about and what was the outcome?

- How do you handle conflict?
- Can you think about a time when one of your ideas was rejected or criticized?
- What are some of the things that a past or current boss did that bothered you?

Personal Traits

- What do you like to do when you are not working?
- Describe the ideal job?
- If you worked for the perfect boss how would you describe them?
- What do you consider important in a job?
- What books or magazines do you read?
- Recall a time when someone was not honest with you. What did you do?

Problem Solving

- What is the most difficult job you have ever had?
- What do you typically do when you are having trouble solving a problem at work?
- What kinds of things do you find difficult to do?
- Tell me about a time when you failed to reach a goal?
- What do you do when there is a lack of processes in place to complete your work?

Money questions

- How much money do you want or need to make?
- How much money are you currently making? (Base versus commission)
- What is your salary history?
- What is the most money you have ever made?
- How important is money to you?

Personal Motivation

- What motivates you?
- Do you consider yourself an intuitive person? If so, give me an example?
- Describe a time when your intuition paid off?
- What do you do when things are slow at work and you are not making your quota?
- How do you like to be rewarded when you do well at work?
- What gives you pride?
- How do you rank amongst your peers? How do you feel about that?
- What are your career goals over the next five years?
- Why should we hire you?
- When can you start?

Cultural fit and Business Values

- Tell me about the culture at your last employer?
- What is your ideal job?
- What do you think it takes to be successful in this organization?
- What do you really want out of life?
- What kind of environment do you work best in?
- Among many qualities you own, which qualities do you consider important?
- How would you fit in with our culture?
- What do you think the most important qualities for this job are?

Ratings

On a scale of 1-5 (1=poor, 5=excellent, and n/a=not applicable), rate the applicant on the following skills:

Job Experience	1	2	3	4	5	n/a
Experience relevant to position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Quality of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Career goals fit position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Motivation and enthusiasm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Problem solving skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Average rating						
Interview Preparation	1	2	3	4	5	n/a
Understands company goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Asks relevant questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Understands position requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Understands industry trends	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Aware of industry competitors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Average rating						
Education	1	2	3	4	5	n/a
Field of study relevant to position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Successful academic history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Involvement in various activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Effective time management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Interest in continued learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Average rating						
Technical Skills	1	2	3	4	5	n/a
Understand Managed Solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Understands industry trends/ Competitive landscape	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hosting knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Consulting experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hardware/Software storage expertise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Average rating						

Applicant Strengths:

Applicant Weaknesses:

Comments:

Hiring Recommendation

No recommendation
 Don't hire
 Hire
