

# Interview Cheat Sheet

## 1. Before

- Check the CV for what stands out
- Know what you are looking for
- Make yourself aware of your biases
- Have a list of questions ready to learn more about the candidate
- Be authentic during the interview
- Don't play a role

**Goal:** Know what you are looking for and ground yourself in reality

## 2. Start

**Enter the interview to have a good conversation and try to learn something new!**

- Be on time!
- Start with some small talk
- Make the candidate a compliment (background)
- Pull in your interview partner (talk about something happening recently)
- Create an inviting atmosphere
- Show how you usually interact with each other

**Goal:** Break the ice, make the candidate comfortable

## 3. Introduction

- Tell the candidate what will happen today
- Mention you will be taking notes
- Give a short and relevant introduction about yourself and the company
- Let every interviewer introduce themselves
- Ask the candidate to introduce themselves
- Listen carefully, show it with your body language
- Note what stands out or what's unclear
- Ask for clarification when needed
- Thank the candidate for the introduction

## 4. Ping Pong

- Look into your notes and dig deeper into something you are curious about
- Ask your questions
- Give the candidate also room to ask questions - remember: this is a conversation

**Goal:** Learn if the candidate can be a fit for your role and the organization

## 5. Outro

- Tell the candidates what they can expect
  - When will you get back to them
  - What are the next steps
- Thank the candidate for their time

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