

As an internationally recognized tax search consultant, and a longstanding record of performances for clients (https://www.taxconnections.com/search_services) over the years, I have acquired valuable interviewing techniques and strategies. An organized approach to interviewing will greatly enhance the accuracy of the selection process. It will also create a more favorable impression on the candidate being interviewed. With an organized interview you are more likely to obtain the information necessary to make an informed decision.



The primary purpose of an interview is to determine the candidate's suitability of the role. Proper questioning will provide pertinent information in evaluating the candidate. The interview questions we provide are designed to avoid some of the common errors in interviewing while encouraging the candidate to express their thoughts, ideas and feelings in a candid and honest manner. You must always pay close attention to what is said during an interview and make notes of responses. Approaching an interview in this manner leads to insightful information and more successful hires.

There are often two candidates present in an interview, the "real candidate" and the "candidate on display". All candidates interviewed wish to present themselves in a favorable light and impress the interviewer. Whether the candidate is really the person projected during the interview is the interviewer's responsibility to decide. Strong questioning technique will definitely assist you in making a more accurate assessment.



Many of the interview questions provided are non-directive and allow the candidate to open up their thoughts with ease. The more comfortable you can make the candidate the better the results, and the more likely you will be in gathering valuable information from the "real candidate". The great way to begin an interview is with small talk about any familiar topic to both of you (i.e. weather, commute, sports, clothes, etc.). The point is put the candidate at ease as quickly as possible early on in the interview process. Always treat the candidate with respect and consideration. This includes being on time so they are not waiting, and also mindful not to take any calls or allow any interruptions during the interview.

- 1. Greeting
- 2. Small Talk
- 3. Brief Description of Your Organization And Department
- 4. Brief Description of Job



**As you know, we have a position open for a (Job Title).
Briefly, the (Job Title) involves (List Three Major Responsibilities)**

A.

B.

C.

5. Education

Where did you go to school? When did you graduate?

What is your degree in? Why did you major in this area?

What course did you enjoy the most in school? Why?

Were you involved in any other activities while attending college? What were they?

Have you attended any specialized schools or training programs recently? What were they?

Tell me about a recent seminar/webinar you attended. What was the topic?

Do you have any other educational experience or certifications?

6. Work Experience

Now I would like to discuss your work experience...

What are your current responsibilities at (Company)? What are your major responsibilities?

Tell me about your responsibilities with your previous employer?

And your employer before that? What were your responsibilities?

(The following questions are intended to determine how the candidate feels about their current role. They also help determine if they are ready to leave their current employer.)

How do you feel about your current position? What are your favorite responsibilities? What are your least favorite responsibilities?

How do you feel about the progress you have made to date with your current company?

What is your biggest challenge in this role?

What are your prospects for professional growth?

What is your motivation to consider another opportunity at this point in your career?

(The following questions are intended to determine how the candidate interacts with people.)

How would you describe your relationship with your current supervisor?

Can you describe anything that you and your supervisor most often agree on? Disagree on?

What are your supervisor's greatest strengths? And greatest weaknesses?

Can you give me an example of something your supervisor has done that has contributed to your professional development?

What is your current team like to work with on a daily basis?

How would your supervisor rate your job performance?

What does your supervisor tell you that you have done particularly well?

Has your supervisor recommended any area of improvement?

(The following questions are intended to determine how the candidate regards themselves.)

How would you describe yourself to someone who knows little about you?

How do those close to you describe you?

What do you consider your greatest strengths?

How do you think your current and previous employers would describe you?

(The following questions are intended to determine the candidate's career objectives and goals.)

What are some things that are important to you in your job?

What kind of experience would you like to gain in a new role?

What are some of the things you would like to avoid in a job?

What are your long term career objectives?

7. Now Is The Time To Sell Your Company To The Candidate (Or Decide Not To)

You now have a great deal of information to make a decision if you spend more time selling the candidate on your company and the role. If you are interested in pursuing the candidate further, now is the time to tell the candidate why this is a great opportunity for someone with their skill set. Now is the time to ask them the following questions:

Do you have any questions for me?

Based upon what we have discussed, would you be interested in being invited back to meet more people?

(If you are not interested in pursuing the candidate, tell them so... or that you are continuing to interview and you will get back to them within a week if they are selected for the next round.)

**ABOUT KAT JENNINGS**

Kat Jennings is CEO of www.taxconnections.com and www.etsearch.com (which has merged into TaxConnections)

TaxConnections was founded by Kat Jennings, who has more than three decades experience connecting world class tax experts with people and organizations needing them. TaxConnections was born out of her vision to help organizations make better connections with tax experts around the world with a wide range of highly specialized expertise.

As an internationally recognized consultant to multinational organizations searching for tax experts, Kat has been retained by law firms, international public accounting firms and multinational corporations including Apple Computer, AC Neilson, Accenture, Agilent Technologies, Allergan, Alza, American Express, American Media, Aon, Baker & McKenzie, Barclays Bank, Bechtel, Cargill, Carl Zeiss Vision, Century Aluminum, Chevron, Clorox, Citigroup, Commercial Metals, Constellation Energy, Deloitte Touché, DLA Piper, E&J Gallo Winery, Electronic Arts, Ernst & Young, Fox Entertainment, Fremont Investments, General Electric, Hewlett Packard, Hyatt, Intel, Jones Lang LaSalle, Kimco Realty, KLA Tencor, Koch Industries, KPMG, Levi Strauss, Logitech, Lucas Films, Maersk, McKesson, Newell Rubbermaid, Nissan, Oracle, Pacific Gas & Electric, PriceWaterhouseCoopers, SAIC, SanDisk, SONY, Sempra Energy, Synopsys, Toyota, Univar, Wal-Mart, Wells Fargo, Vertex, Yahoo and Xilinx.

Although she resides in beautiful La Jolla, CA at TaxConnections headquarters, Kat was born and raised in Upstate New York in a small town named Geneva, on a beautiful lake called Seneca. She earned a Bachelor of Science in World Studies at Eisenhower College, a division of Rochester Institute of Technology in Rochester, New York.

Her ancestors were of Italian, English and Seneca Indian descent. Her ancestor Anna Edison Taylor was the first person (and woman) to go across Niagara Falls in a barrel and survive.

http://en.wikipedia.org/wiki/Annie_Edson_Taylor