

CANDIDATE INTERVIEW DEBRIEF

Candidate	<input type="text"/>	Interview Stage	
Interview Date	<input type="text"/>	<input type="radio"/> Phone	<input type="radio"/> Onsite
JOB ID	<input type="text"/>	<input type="radio"/> Technical Test	
JOB Title	<input type="text"/>	Interview Duration	
		<input type="text"/>	

1) Re-confirm Functions of the Role

- Sample Questions
- What are your thoughts on the role? Was it the same as how I described it?
 - Did the interviewer mention the most important functions of the position?
 - What was their expectations of this job within the first 3, 6, 12 months?

2) Insight into the Interviewer's Mind

- Sample Questions
- What questions (technical or functional) did they ask you? How did you feel about your answers?
 - What questions did you ask and what was their response?
 - Did they ask you to whiteboard/coding challenge? What was the scenario they asked you to solve?

3) Pulse on the Interview

- Sample Questions
- How did you feel your interview went overall? How long did it last for?
 - What did the interviewer say about your qualifications and fit for the role?
 - How do you feel about your ability to meet the interviewer's expectations?
 - How did the interview end? Did they mention anything about next steps (ie. additional interviews or start logistics)
 - If the manager wants to continue the interview, what are your availabilities for a phone and/or onsite?

4) Address Pitfalls and Recover

- Sample Questions
- Did you stumble on any questions or was there a topic that you could have addressed better?
 - Can you think of any information that we can send over to the interviewer to strengthen your case?

5) Gauge Candidate's Interest

- Sample Questions
- What aspects of this role excite you? Did you learn anything new that increased your interest?
 - What was your thought on the interview process? Was there anything that we could have done to provide you with a better experience?

6) Revisit Hot Issues

- Examples
- Did you have to talk the candidate down in rate? Is your hourly/salary range below the candidate's expectations?
 - Was the distance or commute troubling? If so, does their interest in the role outweigh the negative?
 - If this was a contract role, was the duration an issue? Did they find out anything about the longevity of the project?

6) Pre-Close

- Sample Questions
- Was else do you have in your pipeline? (for each of their interviews, find out the company name, location, compensation, function and where it stacks against your role)
 - If they extend an offer at the agreed comp package, can I accept on your behalf? If not, find out what would it take.

7) Call to Action!

Now that you've collected all the intel from the debrief, the final step is to summarize your findings and present it to the Hiring Manager/Gatekeeper. The purpose of this summary is to create a catalyst for forward momentum. This also creates a communication flow that often receives detail notes in return from the interviewer.

This tactic is especially effective if you are working thru a gatekeeper because it provides them with content to approach the HM vs just "how did the interview go." These types of consultative recruiting techniques will solidify your relationship with that gatekeeper.

Sample Objectives

- Manager likes candidate? This summary will offer up tips on how to secure him/her. Include the candidate's hot buttons, compensation requirements and details on competing offers/interviews. This will help the Hiring Manager develop a strong Offer.
- The HM may like the candidate but wish to interview others, and this report will help determine the pace we need to follow in order to not lose out on that candidate to another offer.
- If the interview went well, but the candidate is not as interested in the role, then we need to strategize with the stakeholder on how to proceed (ie. talk about why candidate isn't interested, seek out solutions, look for more candidates as backup.)
- If the interview did not go well, then offer up alternative candidates as part of the solution.