



Scheduling Interviews Ahead

Marianne E. Moore, CPC
President
Action Employment Services, Inc.
503.275.9011 | www.actionemployment.net



Q I haven't hired anyone for about two years and we are looking at adding an Office Administrator. How far ahead should I start interviewing, so I don't miss out on the good candidates?

A You want to have it all wrapped up within 2 weeks, ideally. You want to place the ad or engage your staffing service, screen the resumes, pick the best candidates and then bring them in for a personal interview. Ideally have them meet other team members, and make an offer within 2 weeks. You don't want it to go any longer than 3 weeks because you lose your momentum. During the time period of the first interview and offer, especially, you want to get back to them within 2 days; otherwise they will think you are not interested in them as an employee and not be as excited about joining your company. If an unforeseen delay comes up, contact them and keep them in the loop. Silence is perceived as non interest or a company that doesn't have its act together and is unorganized.