

The Second Step Interview Script

You want to be in a position so that you are making the right decision for you and your business and not feeling under any pressure from your applicant to hire them.

I strongly encourage you to NOT make a decision on the day. Emotions are running high, and it's easy to make a poor decision.

Start the interview strong with a script that positions you as the authority

Hey FIRST NAME, thanks for coming, we've been looking forward to meeting you in person.

Great, thanks for being on time.

We only have 45 minutes, and I have another interview right after you, so we'll need to keep to time - is that ok? *(This re-enforces your authority and also scarcity – it shows that you are calling the shots and not them)*

Great, our job today is to ask you a load of questions to work out IF you are a fit for us and HOW you might add value to our company.

It's going to feel a bit like a friendly interrogation, but let's keep this free flowing and if you have questions for us as we go, please let us know and we can go into depth on that topic for you.

At the end of today (name) and I are going to have a discussion about you and determine whether you are the right fit for us, and we will get back to you within 48 hours to let you know whether we are going to proceed or not.

Now, before we get started, when are you available to start if you get chosen? *(This is a strong authority question as it makes the assumption that they want to work with you and gives you even more control – it's important to get a date for this as it shows their interest. If they push you around here then that shows they will be a difficult person to manage moving forward and it's best to end the interview at this point)*

You then dive into the interview and proceed to ask your interview questions – this is the second part of the interview, the middle section, the second of three parts.

Ok, let's get started...

So you applied for the position with us, what I'd like to know is what made you apply for this role at this stage of your career, and what is it about us that made you want to work with us? *(You've already asked this question in the phone interview, this is to get them to reaffirm again that you are what they want, and it positions you again as the prize)*