

The background of the image is a close-up, slightly out-of-focus photograph of a person wearing a dark grey or black suit jacket, a white dress shirt, and a tie with a small, repeating geometric pattern in shades of blue, purple, and white. The lighting is soft, highlighting the textures of the fabric.

The Go-To Guide For Interviewing Your Candidates

BY TOPDEVZ

A close-up, slightly blurred photograph of a person's hands and arms as they write on a piece of paper. The person is wearing a light-colored top and has red nail polish. A blue pen lies on the paper, and a pair of glasses is visible in the background. The desk surface is a speckled, light-colored material.

Research Your Candidate

- Review their resume and cover letter in detail.
- Look into their LinkedIn and other available social media platforms.

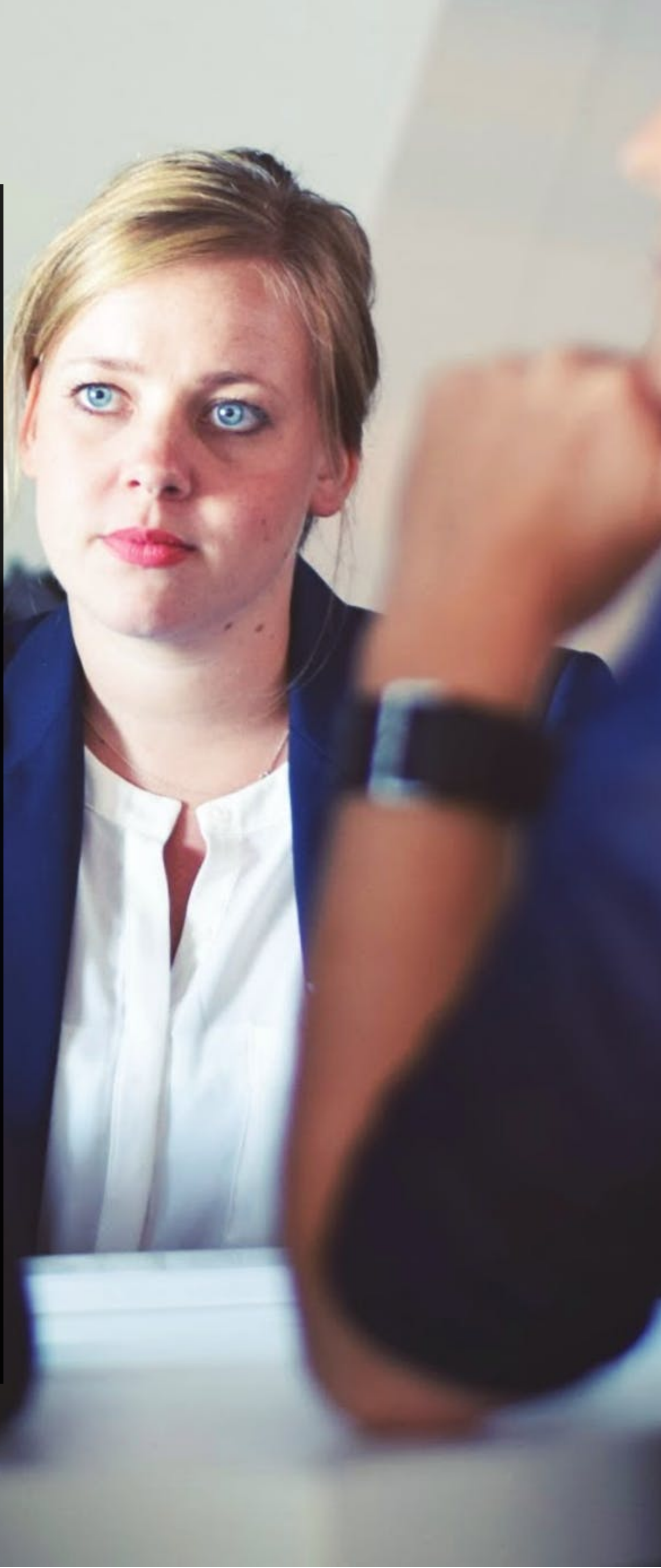
Preparation is Key

- Have your questions outlined and ready.
- Make sure your video software is up to date and in good working condition.
- Be sure your environment is quiet and free from distraction.
- Be ready to answer questions about the job, the company and what it can offer the candidate.



Ask the Right Questions

- Ask open-ended questions to allow more freedom in the candidate's response.
- Ask the same questions for every candidate to allow consistency and be able to easily differentiate one candidate from another.
- Ask questions that can help you access their qualifications and personality.





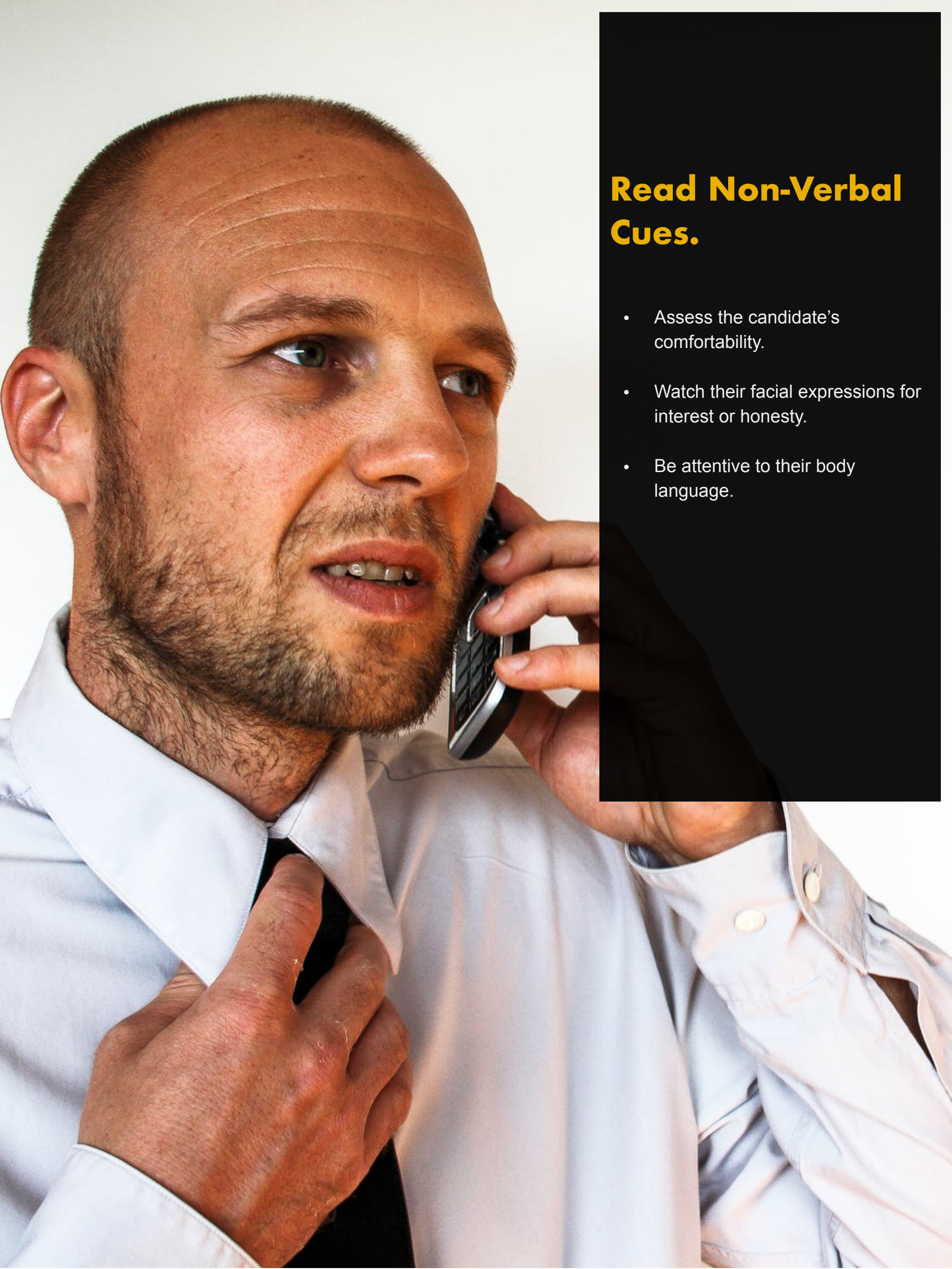
Avoid Asking Illegal Questions

Avoid asking discriminatory questions that can get you and the company in serious trouble. Here is a list of Illegal questions: <http://usatoday30.usatoday.com/careers/resources/interviewillegal.htm>

A close-up photograph of a man wearing a dark suit jacket, a blue and white checkered shirt, and a dark tie with diagonal stripes. His hand is visible on the right side of the frame, with the index finger pointing towards the text. The background is a plain, light-colored wall.

Don't Take Over the Conversation

- Answer the candidate's questions but keep them brief.
- The ratio of the conversation should be 80% candidate and 20%, interviewer.



Read Non-Verbal Cues.

- Assess the candidate's comfortability.
- Watch their facial expressions for interest or honesty.
- Be attentive to their body language.



Listen in Detail

- Try not to ignore any key points your candidate is trying to make.
- Be sure to analogize their goals and agenda.
- Take notes of any questions you may want to ask.

Screen candidates more efficiently

Gain more insight on candidates in far less time than a traditional phone interview. Candidates will answer your questions on their own time and you can review the completed video interviews at your convenience. As a result, you'll hear from more candidates, easily compare them, and never have to worry about scheduling early-round interviews again

Foster better collaboration with hiring managers

Since all video interviews on Spark Hire are recorded, you can easily share them with hiring managers to obtain their feedback. Whether you're an internal or agency recruiter, getting hiring managers involved earlier on will help you validate decisions on which candidates should be advanced in the hiring process.

Improve the quality of your in-person interviews

Video interview software is an effective tool for helping you identify the best candidates for the position earlier in the hiring process. This ensures you're only investing time and effort into candidates you're confident you want to meet in-person. Get to know your candidates on a more personal level and reap the benefits of high-quality in-person interviews.



Ashkan is a dynamic entrepreneur whose leadership skills and dedication to teamwork allow him to be the versatile & innovative CEO of TopDevz. Previous to TopDevz, Ashkan led the growth and sale of a former consulting firm. As partner, the company experienced growth from \$6MM to over \$55MM in revenue in just under three years. His success follows him to TopDevz as the company continues its rapid expansion and growth of extremely talented people.