



QUALIFICATION PROCESS

Take the guesswork out of hiring. Hiring managers will do a better job of making more informed hiring decisions by following guidelines outlined below.

The following 8 bullets summarize what an effective qualification process entails. Each point needs to be fleshed out and customized for individual hiring manager(s), type of position(s), and corporate culture.

Learn how to expand the points below to design an easy to follow interview map that will reveal very specific information about candidates. Please contact Teri Gerson at terigerson@exsolutions.com or call 908.654.1550.

- 1. Define the position**
- 2. Requirements vs. preferences**
- 3. Benchmarks**
- 4. Effective pre-interview qualification**
- 5. Profiling**
- 6. Formulating the tough interview questions**
- 7. Determine the next step**
- 8. Reference checking**