

# HIRING PROCESS



Name: \_\_\_\_\_

Position: \_\_\_\_\_

## 1 Phone Interview

First impressions count for a lot. You'll learn how prepared and interested this candidate is in the position, and the dealership too. Have a few questions prepared to help you gauge if this individual is deserving of an in-person interview.

## 2 1st In-Person Interview & Job Application\*

Reference the 100 + Best Interview Questions from Monster, and the 15 Best Interview Questions from HubSpot. Have your favorites highlighted so you'll have them handy for the meeting. One of the single best questions you can ask is "What did you do to prepare for this interview?"\*

## 3 Reference Verification

Trust what the candidate has told you, but verify by reaching out to their personal & professional references. If calling a company, you're able to quickly confirm the dates of employments, if speaking with a personal reference, ask more in-depth questions about the candidate.

## 4 2nd In-Person Interview

If you haven't done so already, this is a perfect opportunity to have other Managers meet to interview the candidate. It's great collaborate and have multiple sets of ears interviewing a prospective employee.

## 5 Final Decision

After the round of interviews is complete, the Managers involved should connect to brief each other before moving forward and making a final decision.

## 6 Required Paperwork

After the final decision is made to on-board the new employee, they will be subject to a Criminal Background Check and a Drug Screening Test. These must be completed prior to the scheduled start date.

\*Optional: Administer DISC Profile & Grit Scale tests to potential hire.