



Candidate to HQ – Points & Considerations

Congratulations. You have reached the stage where you are going to bring your top candidate(s) to HQ. This is an investment of time and resources for both sides. Good luck!

The candidate is excited to meet everyone. They have prepared and studied for this exam and expecting that you will be evaluating them on multiple fronts: personality, culture fit, industry knowledge, germane experience, etc.

Before you begin, consider the following points as you evaluate their qualifications:

- **Position yourself to determine who is the best fit**
 - Develop a system on how the decision makers will collectively assess/grade performance.
 - Have predetermined core-competencies that you feel will help identify the strongest candidate.
 - There is a lot of “gray” in evaluating a candidate’s performance. Each interviewer should “rank” their level of interest.
 - Come to a mutual agreement on how to grade/rank the candidate. Ex: use a scale of 1-10
 - There will be candidates that possess many or most of the skills/experience you’re seeking. How will you choose?

- **Important questions to help you reach a decision:**
 - How much value will your company gain by having this position filled?
 - How much is it costing you to remain unfilled?
 - How can their employment with you have a positive impact?
 - What did you like about them that led you to bring them to HQ?

- **Candidates have options**
 - Be decisive. If you like a candidate enough to bring them to HQ, chances are they are a good candidate and will be liked by other companies too.
 - Candidates want to know your level of interest or “intent” shortly after an HQ visit (standard practice is 24-48 hours)

- **What is Plan B?**
 - Do you have a backup plan if no hire is made?