

## R. E.A.D.Y. Interview Team Strategy Meeting Agenda Worksheet

<b><u>R</u>eview:</b>	
<p><b>Completed:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Why the Position is open</p> <p>Timeline for Filling</p> <p>Job Description</p> <p>Superior Performance Hiring Worksheet</p> <p>Candidate Resumes of Upcoming Interviews</p>
<b><u>E</u>valuation &amp; Feedback Selection Meeting Scheduled:</b>	
<p><b>Date and Time Scheduled:</b> _____</p>	<p>Schedule this meeting 24 hours (or less) after candidate interviews; can be in person or by conference call; make this a <b>mandatory</b> meeting.</p>
<b><u>A</u>ssign Interview Focus Areas</b>	
<p><b>Completed:</b> _____</p>	<p>Focus Area Worksheet: <a href="#">blank – form fill-in online PDF worksheet you can download</a></p>
<b><u>D</u>etermine &amp; Create Competency, Behavioral-Based Interview Questions</b>	
<p><b>Completed:</b> _____</p>	<p><a href="#">Download this Writable PDF Worksheet to Create Your Questions</a></p>
<b><u>Y</u> "Why" Sharing by Each Interview Team Member:</b>	
<p><b>Completed:</b> _____</p>	<p>Interviewers share their answers to the two ‘Why’ questions, this is what they plan to share with candidates during the interview.</p> <p>1) "<i>Why I work for the Company</i>"</p> <p>2) "<i>Why this position is valuable to the Company and the Team</i>"</p>