



# TYGES®

Industrial Business Unit  
Executive and Professional Search Firm

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## DECEMBER 2013

LATEST NEWS FROM TYGES INTERNATIONAL - INDUSTRIAL BUSINESS UNIT

*It's the holidays and people are very busy with year end, vacation, and family activities. I want to be sure to wish each and every one of you a Merry Christmas, Happy Holidays and a wonderful New Year. Thanks for letting TYGES International be a part of your professional life. If we can do anything to help you meet your goals in the New Year then reach out to someone in the TYGES family.*

## Effective On-Site Interviewing

By: Steve Sanders- VP/GM of Industrial Practice

I often have interviewees give me feedback after an on-site interview and I am sometimes surprised at the reflections they have as a result of their visit. I have compiled this feedback into some recommendations that I think will be useful to both interviewers and interviewees.

The on-site interview is the most important step in the hiring process and is often THE determining factor for both the individual and the company. Accordingly, both parties need to maximize the value they give and receive from this process step. Here are some thoughts about how to provide value and derive value from the on-site interview.

\* DO have an agenda - The company should provide a written agenda that is time based and the individual should make it a point to internalize who each person is that they are to meet with and what that person's likely focus will be (HR, technical, operations, etc.).

\* DO plan out the discussion points - Both the company and individual should have prepared discussion points that are to be addressed in the meeting. This should insure that the discussion is informative and effective in sharing information.

\* DO make it a conversation - Many times an individual tells me that they feel like they were "grilled" in an interview. An interview should be a two way conversation so that both parties learn from the experience.

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\* DO prepare for the meeting - Make sure that both the company and the individual have reviewed all available material about one another. Each party should have questions for the other that come from this investigative work.

\* DO allow enough time for the meeting - I am often told by interviewees that the interview felt "rushed" or the interviewer was distracted or "in a hurry". This is a negative reflection on your company. On the candidate side I would recommend you clear your schedule for a few hours after the interview to allow enough time in case it goes long. You don't want to have to cut the interview short because you have another appointment.

\* DO follow up - Both parties should do a timely follow up. The individual should immediately spend time making notes about the meeting and thinking about what responses were given and received. In addition written or email thank you notes should be sent to all people that were met. The company should provide feedback which details the positives and negatives of the interview.

\* DO help each other - If the two parties fail to make a match during this process it would be advantageous to both if one party or the other were to provide leads as to where to find people or another career opportunity. The golden rule applies here just as in your personal life.

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### **ACTIVE JOB OPENINGS:**

- Electrical Applications Engineers
- Power Electronics Engineer
- Technical Sales (Heat Exchangers, Separators and Drying Systems)
- Warehouse Area Manager
- Strategic Purchasing/Sourcing Manager

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Should you be interested in learning more about any of our current job openings or Impact Players, please contact us at [caroline.mutch@tyges.com](mailto:caroline.mutch@tyges.com). We look forward to working with you in the future.

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