

Five Ways To Keep Your Interview Bias-Free

Interviewing takes a lot of time and effort. One thing that may be helpful in keeping interviews bias-free is using this 5 step process.

1. List of questions

Create a list of questions that you ask each interviewee. Why? You'll be able to compare your candidates "apples to apples" if you ask the same questions. Remember, the goal is have bias-free interviews and this will ensure that happens.

2. Note taking

Be sure you have their resume handy and feel free to scribble down info that stands out to you as your interviewee speaks. You'll not remember as much as you think. Plus, if you conduct numerous interviews of the same questions, they will begin to run together.

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Is Your Interview Process Free Of Bias? How Do You Know?

Company Culture Is Generally Resistant To Change

If you have been running a company for any length of time, you understand that company culture is difficult to change. You likely inherited a certain culture when you stepped into the role of CEO. Once a culture is determined, it takes time and intentionality to change it.

Company Culture is Generally Resistant To Change

We are all resistant to change at the start. It is only when we have true understanding of how things can be better through the change that we get on board.

Your employees should have one-on-one meetings with managers. The managers need to share with them the weekly reports to help them understand the needs in the business. Likewise, the CEO should be addressing the company monthly to share insights.

Make sure that employees feel comfortable enough with their leaders to share their insights into the company.

The Marketplace And Your Customers Change Too Quickly

The marketplace changes quickly and so do your customers. That is why it is important that businesses make sure they are prepared to make necessary changes.

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3. Comparison chart

Don't skip this step! Make a chart of the key characteristics you want in a new employee. Then place your top candidates into the chart based on whether they qualify for each area.



A comparison chart is one way to take a quick glance and see who would be the best fit for your company.

4. Explain your decision

After you have interviewed, taken notes and used a comparison chart you need to make a decision. Which candidate is right for the role? You'll need to be able to explain your decision and even justify it to others in the company.

5. Second interview

Once you are able to explain your decision, ask someone else in the company to do a second interview of your top candidates. You want to make an unbiased interview decision, so involving someone else is a good way to ensure that.

Two heads are better than one and you can discuss the candidates together after the second round of interviews.

Putting a process in place will help you to be more bias-free during your company's interview process. Making a list of questions, taking notes, comparing candidates, justification and a second interview are essential to getting an interview standard in place. ♦

Need help with your interviewing or hiring process? Contact us today!

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"Surround yourself with the best people you can find, delegate authority, and don't interfere as long as the policy you've decided upon is being carried out."

~ Ronald Reagan

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Put in place an intentional approach to customer reconnaissance. It is important that you stay flexible in whatever approach you take. You should always challenge the assumptions you make about your customers and test your theories.

Difficulty Forecasting Problem Areas Before They Surface

Problems will rise in all businesses. It is best to have a plan in place before the problems surface. One of the best ways to get a beat on the problems that could come up, a CEO should be meeting weekly with all direct reports.

Managers should be rewarded for employee retention. This will give them the motivation to make sure they are doing everything needed to keep staff satisfied.

Open lines of communication always help when it comes to cutting down on problems in a company.

Difficulty Diagnosing The Real Problems or Obstacles to Growth

Even when lines of communication are open, sometimes it can be difficult to articulate what the problems are. This means a company needs to be intentional and willing to uncover and identify problems.

Sometimes, a CEO needs to be open to the advice of outside sources. It is imperative to get the perspective of a third party sometimes.

When it comes to your business, culture plays a huge role in the success of the company. You should put time and energy in making sure that changes are made when necessary. ♦

We value your comments. Please take a moment and give us your feedback.

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"What would you attempt to do if you knew you could not fail?"

~ Dr. Robert Schuller

Three Strategies For Winning That Big Promotion

Most of us have been in a situation where we've seen someone in our workplace get a promotion that we were hoping to earn. Maybe they have worked for the company for a less amount of time than you have, or possibly you feel that they aren't as deserving of the promotion because you are better qualified for the job. Either way, you don't think that they should have been awarded the promotion. How did they get noticed enough to receive the promotion? Here are some things that you can do to stand out and finally win that big promotion.

Don't be the Lemming and Follow Your Peers

You won't stand out in your job if you just follow the crowd. Performing at the same level of everyone around you will not cause you to be chosen for a promotion.

Unfortunately, even if you are the best in your group, you may not have shown yourself as an outstanding individual. In order to get the promotion you desire, you will have to come up with ways to separate yourself from those around you and break away from following what your peers are doing. When those around you are constantly complaining about their jobs, separate yourself from that negativity and set your mind on productive efforts for your job. Adopt the mindset right now of being a leader in your company and do not fall into the pack of lemmings.



Find a Project to Take On

If you really want to stand out in your position, you should find a project that you can do that is outside of your assigned tasks. When you take initiative to do work that is not normally a part of your job, it will give a great impression on those in positions above you. This shows that you have the leadership qualities that will be vital to the company when they award you a big promotion.

Step Outside of Your Comfort Zone

In order to have notice taken of you in your company, it is important that you step outside of your comfort zone. It is easy to get comfortable in your tasks and people you spend time with. Instead of doing the same things in your company that you have always done, it is time to make relationships with people you wouldn't normally approach, and take on tasks that aren't part of your wheel house. When you break free from the mold, those in leadership over you will see your abilities more clearly.

Just be sure to stay patient in the process and don't get discouraged. If you always make yourself stand out by taking on new tasks and making new relationships with others, then when the opportunity for promotion comes along, you will be taken seriously. ♦

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One Minute Ideas

Self-Esteem At Work

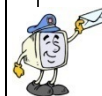
Whether for yourself or others, working to enhance self-esteem is always worthwhile. Here are five ways to motivate people whose self-esteem is not high:

- ✓ Set goals with a clear payoff. Provide a payoff and a reward to encourage people to work further.
- ✓ Don't blame individuals for problems. Show them how to overcome external problems and help them differentiate the external issues from their own competence.
- ✓ Be supportive. People need to be part of a team and feel accepted. Create a positive work environment.
- ✓ Minimize conflicts and ambiguity. These create stress and keep workers from striving for more.
- ✓ Set goals carefully and give people proper training for tasks. ♦

Source: *Self-Esteem and Work*, by Dr. Joel Brockner

"Leadership has less to do with position than it does with disposition!"

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How The Best Leaders Persevere Through Tragedy

You are a leader in your company, but you are still a human. We all have tragedies hit us or things happen in our lives that can make going to work very difficult. So, how do you lead when you are in the midst of personal crisis?

Find Encouragement and Inspiration From Others – There are many people that have suffered such great loss in their lives. Watch how they stand up to the pressure and draw your inspiration and encouragement from them. You know that you can do this because others have been able to persevere through similar or worst circumstances.

Willingly Take Time Off – Just because you are a leader does not mean that you must be present every single day. If you have been doing your job well, others in the company will have the ability to pick up in your absence while you work through what you are dealing with.

Take the time to handle your emotions and refresh yourself before returning to work. Do what is necessary so you can be a strong leader when you come back.

Pass the Torch – During your absence, pass off the torch of leadership to the person that will run things while you take a break. Whether this is for a few days or a longer period, people need to know that they have a leader while you are away. Make it clear who is in charge.

Be Resilient, But Be Human – People do want to see a person that is resilient during hard times, but they do not want to see a robot. Do not be mechanical in your responses or refuse to show emotion. Those around you need to see your human side. It will seem cold and hard if you do not show the proper emotions that would be expected during a time of duress.

Find ways to stay strong, but don't be afraid to break down from time to time if need be. Being a leader is a difficult job. Give yourself grace during these times, and others will do the same for you. ♦

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Why Have A Coach?

What if you could identify your inner motivation to achieve more of your goals more often?

How would your life be different if you developed a keener sense of purpose?

A professional coaching relationship creates value through a powerful, highly tuned process of communications and problem-solving that is “co-creative” between coach and client. It focuses totally on the client’s interests, challenges and goals. Coaches help you improve performance and enhance the quality of your life. Great coaching helps you self-coach more effectively, not simply by helping you solve problems; it transforms the way you solve them. Coaching will not simply improve your life; it will transform the way you live.

Clients and coaches achieve more significant results together than either could achieve alone. While some



people hire coaches purely for incremental growth, increased wealth or reformation, great coaching asks transformational questions. Instead of creating or developing the potential of the person being coached, effective coaching reveals and releases untapped value.

If you recognize that you may have untapped potential, suspect a “blind-spot” in your professional or personal relationships, or simply want help in moving from “good to great”, coaching may be for you. You may be ready for a coach if you seek a safe space to expand your thinking with someone who will listen and respond rather than advise or try to “fix” you. ♦

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