

Performance Management

Outline to prepare for an Interview.

1. Initiating:

Examples:

- Review the applications and resumes, assess these to the...
- Job description and the job's performance expectations

2. Understanding:

Example:

- Write down any questions you need clarity on.

3. Implementation Planning:

Example:

- Prepare the interview questions from the company approved interview questions guides or materials.
- Check position salary, benefits, position hours, etc.
- Check 2nd interview date, time & place and timeframe for final hiring decision to be made and told to applicants

4. Committing:

Examples:

- Set up the interviews.
