

Six Part Interview Meeting Agenda: T.A.L.E.N.T.

1) **T. THANK:**

Introduce self, thank the candidate, explain the interview agenda.

2) **A. ASK:**

Ask competency, behavioral based interview questions.

3) **L. LISTEN:**

Listen, press for specifics, and take notes.

4) **E. EXPLAIN:**

Share job performance expectations and job requirements.
Answer the candidate's questions.

5) **N. NOTES:**

Review notes, ask for final clarification of facts and information .

6) **T. THANK YOU:**

Thank the candidate, share the "why" of the company
and describe next steps in the process.