

# Eight Critical Selection Mistakes

The selection of a new associate is a major investment for your firm. Not only does it involve the tangible costs of the selection methods but it also involves that precious commodity that we never seem to have enough of. TIME. Over the next two months this column will provide you with practical suggestions on developing a solid selection process for your firm, beginning eight critical mistakes many interviewers make during the selection process:

1. Interviewers miss critical information: Many interviewers focus on a few general details of the candidate's job success and overlook critical items from the candidate's work history
2. Interviewers fail to determine job fit: Many interviewers focus on skills and needs of the firm without taking into consideration the candidate's likes and dislikes.
3. Interviewers are not organized: Interviewers will "fly" into the room and make time between meetings and projects to speak with a candidate. Candidates see this and begin to form opinions about both the interviewer and the firm.
4. Interviewers bring biases and stereotypes into the interview: Most Interviewers don't realize that they are classifying candidates based on prejudices such as school, background or even residence. This will cloud the interviewer's judgment at decision time.
5. Multi-Interviewers repeat questions: Many times interviewers fail to communicate with each other prior to the candidate's interview and end up asking the candidate the same questions. This becomes frustrating to candidate and reflects poorly on the firm's interview process.
6. Interviewers misinterpret the candidate's answers: Many times interviewers will try to play psychologist and interpret the meaning of a candidate's answer. This will lead to misinterpretation and may cause the firm to hire or reject for the wrong reasons.
7. Interviewers make snap decisions: Many candidate are judged because of a handshake or some other reason that has nothing to do with the their qualifications.
8. Interviewers fail to take notes: Interviewers rush into an interview, look over a candidate's resume, ask a few questions and rely on their memory when it comes to making a decision on such a critical matter.

Many interviewers never even realize they are making these mistakes. They often wonder why the candidate rejected their offer.