Skills-Based Hiring

The Checklist

INFORMED DECISIONS

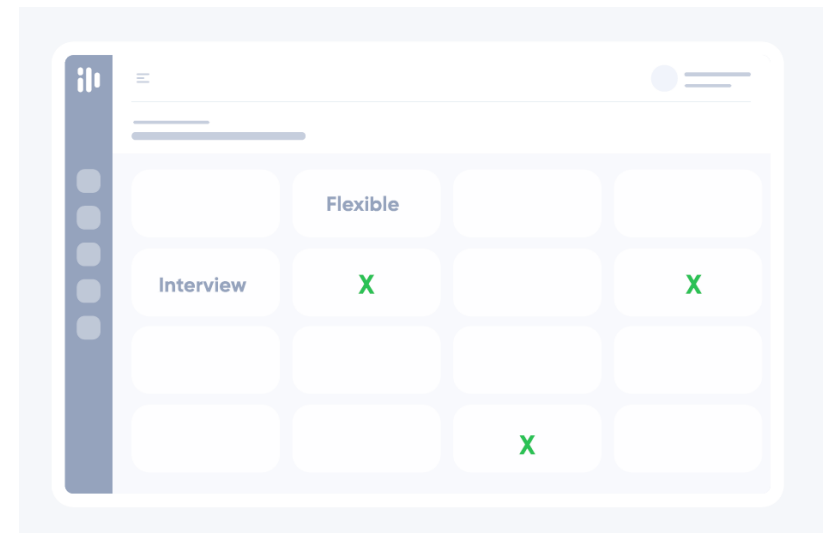# Step 1
Build a Position Profile

- Create a well-defined document outlining the relevant skills for the position and their desired level.

- Align these skills among all stakeholders (hiring managers, recruiters, etc.).

- Break down the skills into specific behaviors expected in the job (e.g., "Thoroughly records meetings in the CRM").

- Keep the list concise and differentiate between "must-have" and "nice-to-have" skills.

Step 2

Create a Skills X Tools Mapping

- Once you've identified the skills you want to measure, now is the time to decide which are the best tools to assess them (pre-hire assessment, phone interview, hiring manager interview, HR interview, home assignment. etc.).

- Ideally, each skill should be measured by more than one tool and assessed by more than one interviewer.

Step 3

Build/Rebuild Your Interviews to Assess Specific Skills

- Instead of asking generic questions like "Tell me about yourself," design questions that assess specific skills.

- Ensure each question aims to evaluate a particular skill.

- Ensure you have several questions to pick and choose from to assess a specific skill.

- Make sure questions to dot repeat themselves in different interviews.

Step 4

Score Each Skill

- Quantitatively evaluate each skill per candidate by assigning scores at the end of the interview or during the interview for each question.

- Then aggregate the scores to obtain a skill-level score.

- This quantitative approach speeds up the integration of information from different interviewers, facilitates candidate comparisons, and helps audit the process for potential group differences (e.g., gender-related score discrepancies).
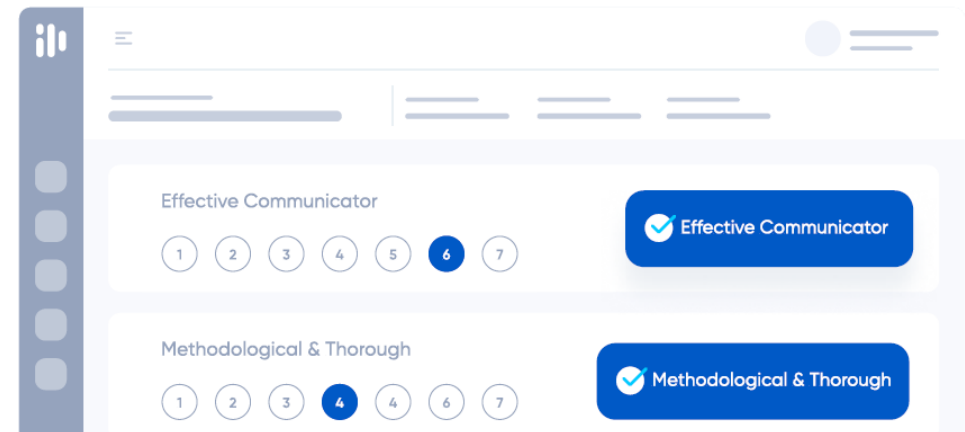
Step 5

Make Informed Hiring Decisions

Based on the skills data you have accumulated during the interview process you can now:

1. Leverage the data gathered during the interview process to foster more data-driven discussions. This approach emphasizes factual information over subjective 'gut feelings' and personal impressions, reducing bias and focusing on the candidate's actual skill level.

2. Assess the hiring team's consensus on the candidate. If there's any misalignment regarding the candidate's skills, address these discrepancies through reference checks or additional interviews.

3. Enhance your hiring process by correlating interview scores with the candidate's job performance. This validation step allows you to refine your evaluation criteria and improve hiring outcomes.
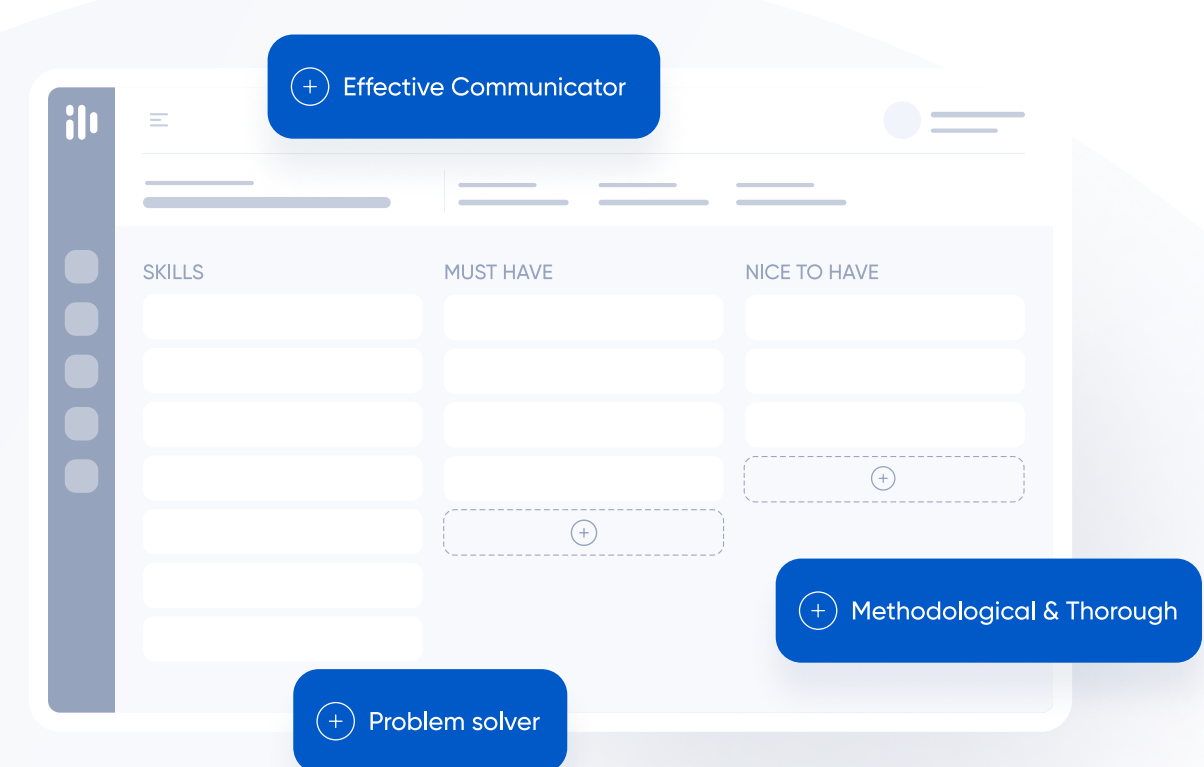
INFORMED DECISIONS

Effective Communicator

Kasumi Cheng   Hired

Position: **Sales**   Industry: **Tech**   Seniority: **Mid-Level**

Effective Communicator
Clear and concise in their communication. Storyteller. Able to adjust their messaging to different personas.

Simulation: During the hiring process so far, you were able to learn quite a bit about our app. Based on what you have learned so far:
Stage 1 – pitch it to a middle-aged woman. Stage 2- pitch it to a teenager.

Answer Score

VERY LOW   1   2   3   4   5   6   **7**   VERY HIGH

Hire Qualified & Diverse Candidates with Skills-Based Interviews

# Informed is an Interview Intelligence Platform that allows you to:

✓ Conduct **F2F and Video** live interviews.

✓ **Automatically transcribe** and summarize interviews, while auditing for bias.

✓ Continually assess your **quality of hire** by comparing interview results to actual performance.

✓ **Interrupt bias** and **train** existing and new **interviewers** by providing them with continuous actionable feedback about what they are doing well and what are their biases.

✓ Shorten **time to hire** by removing redundant interview steps, based on data.
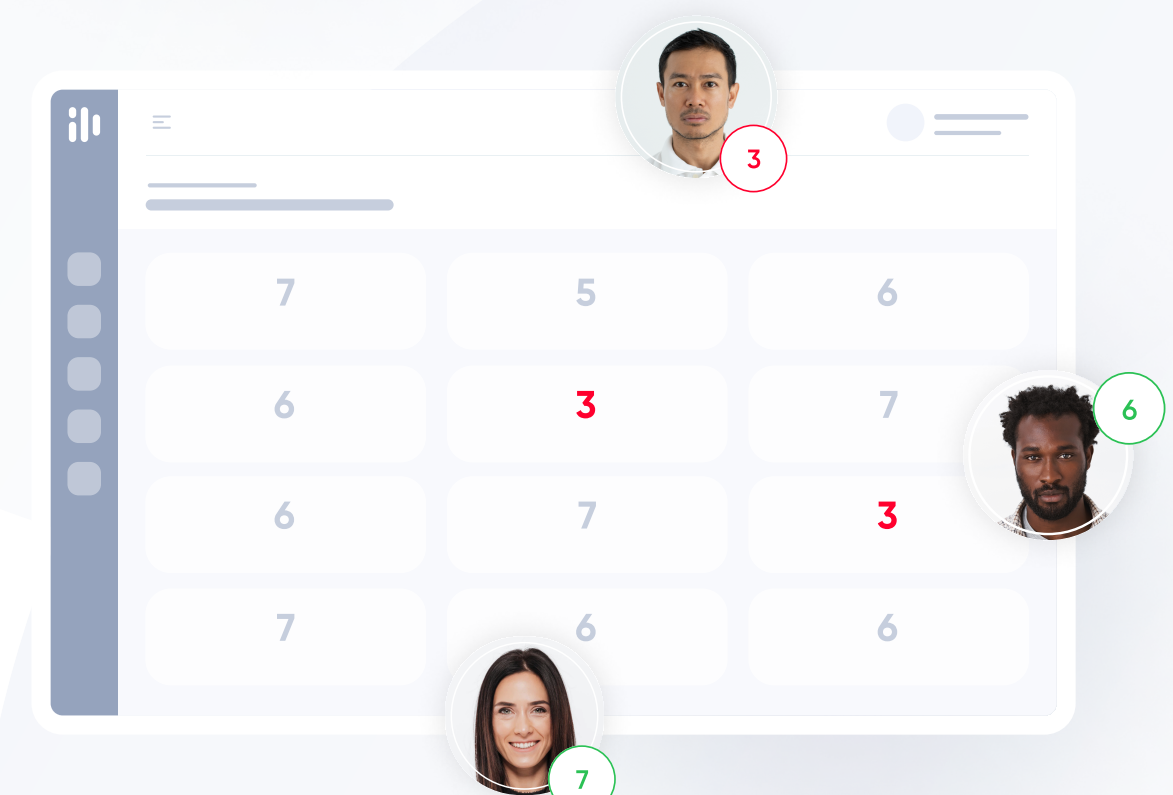
How Does It Work?

Build interviews
Build your interview process on Informed Platform or upload your current process.
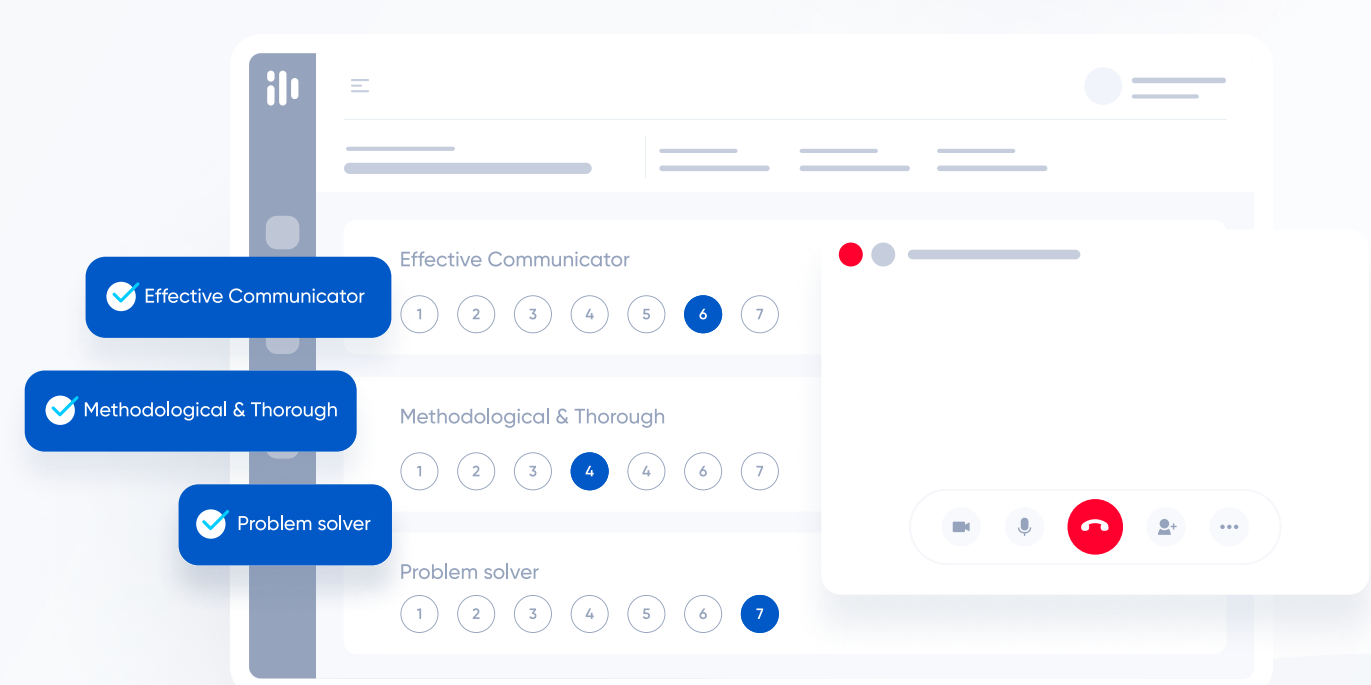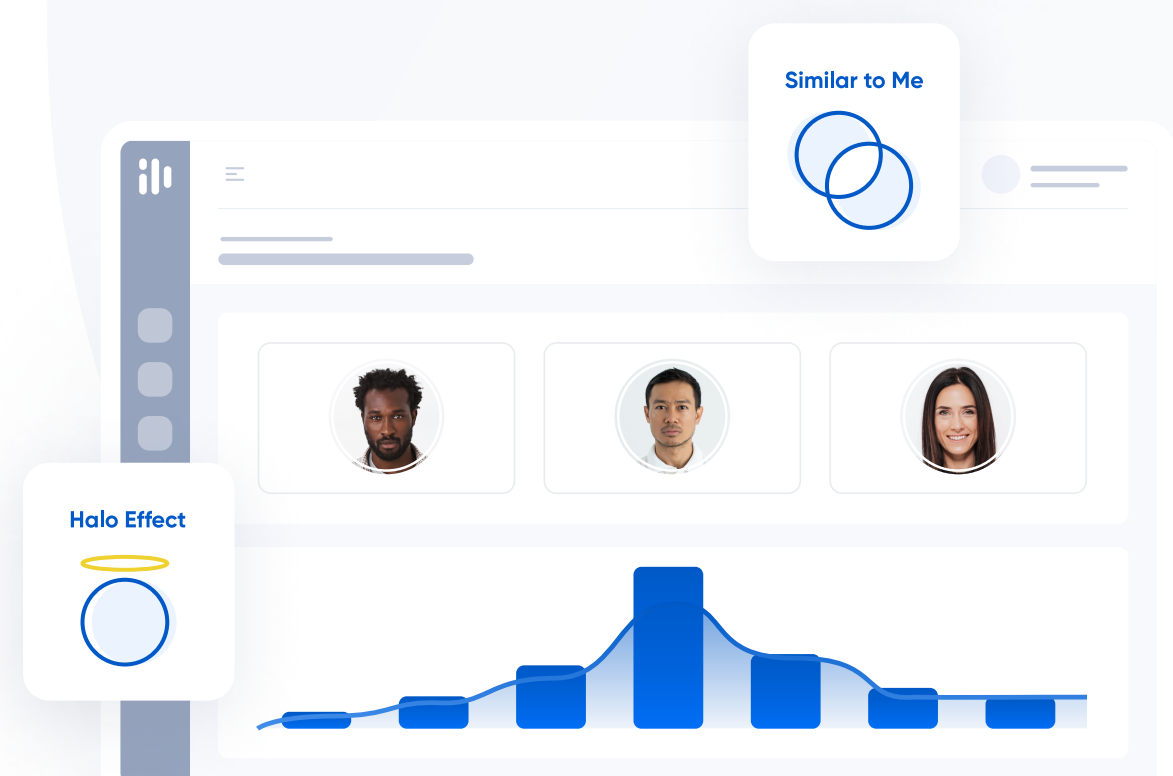
Interview
Conduct interviews on the platform and score candidates on relevant skills as you go.

Make a data-driven decision
Immediately as you finish interviewing, you will receive data about the candidate's level in each one of the desired skills in order to make an informed decision.

Improve as you go
The more your interviewers work with the platform, the more it gets to know them and can provide you with feedback on the things your best interviewers (predictive, inclusive) are doing and should be replicated. The platform also reveals prevalent biases in the interview process and provides continuous actionable feedback in order to overcome them.

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