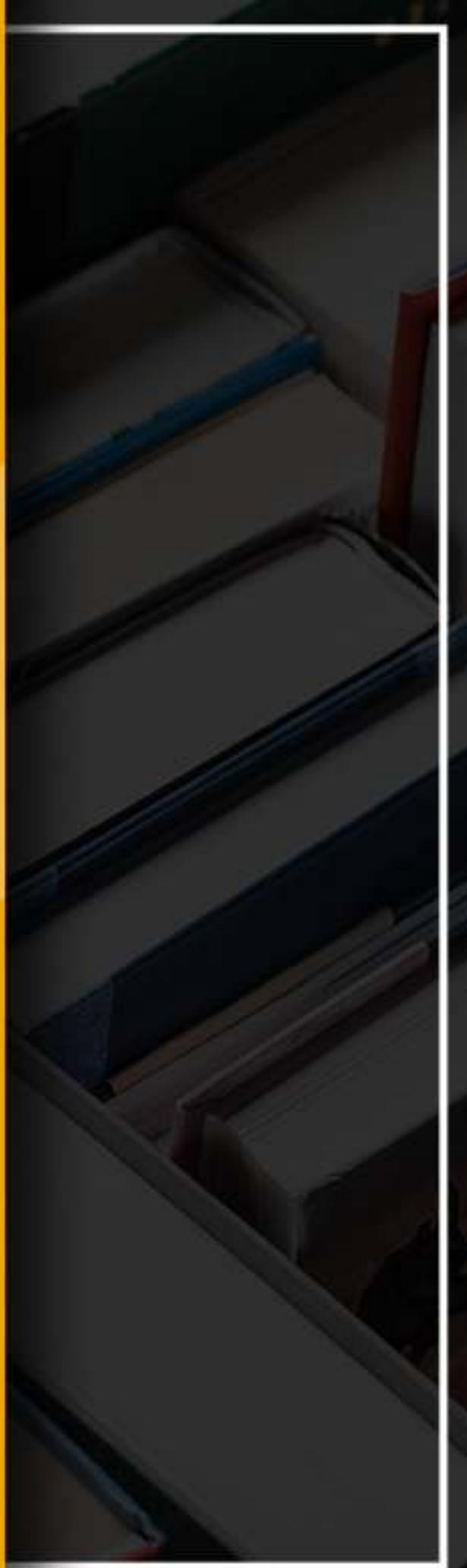


HIRING GUIDES

MOD
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REFERENCE CHECK SCRIPT WORKSHEET



REFERENCE CHECK SCRIPT WORKSHEET

Reference Name: _____ Phone Number: _____ Level: _____

Introductory Script: Hello! My name is _____ from MyOutDesk. We are speaking with _____ about a possible position as a _____. He/she has given us your name as a reference. May I take a few minutes of your time to ask you some questions?

1	How is it that you know _____? Could you describe your relationship/affiliation with him/her?
2	In your opinion, what are _____'s strengths? What is he/she really good at?
3	What are his/her areas for improvement?
4	As _____'s consultant and mentor moving forward, I'd like to be effective in helping him/her grow. What are some of the areas that I could help him/her in terms of personal and professional growth?
5	Do you feel that _____ would be an effective leader? Why or why not?

Reference Check Script Worksheet (Continued)

Reference Name: _____ For: _____

6	<i>(Note: This question is optional and should be used when there is a concern about a key characteristic from the applicant's DISC profile.)</i> I need a person who demonstrates a high level of _____ (characteristic). To me this means _____ (definition). On a scale of 1 to 10, with 10 being extremely _____ (characteristic), how would you rate this candidate?
7	Would you work with or hire him/her again? Yes. <input type="checkbox"/> No. <input type="checkbox"/> Why? / Why not?
8	What kind of work is _____ best suited for, in your opinion?
9	Is there anything else that you would like to add or discuss that we haven't covered yet?
10	Would you happen to know anyone else who may have valuable insights and experiences related to _____ that you could refer us to? May we have their contact information?

Wrap Up:

Thank you for your time! Hopefully we will be able to return the favor of your time!





EVALUATION WORKSHEET

EVALUATION WORKSHEET

Candidate Name: _____ Date: _____

Position: _____ Market Center: _____

Interviewer: _____

Purpose/Rapport: _____

My DISC:

--	--	--	--

Candidate's DISC:

--	--	--	--

Preferred DISC:

--	--	--	--

Be aware of your own behavioral style. Remind yourself about your own behavioral tendencies and biases. Don't let these get in the way of making the right decision.

1. Track Record. Remember that a zebra does not change its stripes! Watch for patterns of high and low performance.

2. Intelligence/Critical Thinking. How did candidate respond to questions that required critical thinking? How did candidate "track" with you during conversations/interviews? What did you learn from their stories and their language?

3. Reference Check Feedback. Remember that what references reveal may only be the tip of the iceberg.

4. Core Values

5. Talents. What are the candidate's strengths?

6. Non-Talents. What are the candidate's weaknesses?

7. Accomplishments. What was this individual supposed to accomplish? What did they accomplish? What were their strategies?

8. DISC Points in context – Does my candidate’s DISC profile match my needs? What specific points are beneficial and which are not?

9. What do I know? What do I not know?

10. How do I know this is true?

11. How likely is it that this candidate will be successful?

DECISION:

Stop

Continue



Comprehensive Interview



A horizontal bar with a dark blue background and a yellow vertical stripe on the left side. The text "INTERVIEW WORKSHEET" is written in white, bold, uppercase letters.

INTERVIEW WORKSHEET



INTERVIEW WORKSHEET

Candidate Name: _____ Date: _____

Position: _____ Market Center: _____

Interviewer: _____

LIFE EXPERIENCE QUESTIONS

Work Experience

Education

Interests/Hobbies

Goals

DISC BEHAVIORAL ASSESSMENT

Record ideal DISC profile for job position. Record candidate's actual
Record candidate's actual DISC profile. ::

Is candidate a DISC match for the job? Yes No

DECISION: Stop Continue



INTERVIEW QUESTIONS

Candidate Name: _____ **Date:** _____

Position: _____ **Market Center:** _____

Interviewer: _____

1. Life Story Question

Forget modesty for now. Beginning from the time you graduated from High school, tell me about your life. Tell me about your highest achievements, the things you are most proud of and also your lowest points and things that you are not very proud of. Let me know what you feel you learned from these experiences and also give me an idea about what you gained from your efforts.

(Use the table below or a flip chart to record answers.)

My Life Story

Date	Event	High/Lows	What I learned	What I earned

2. What preparations did you go through before this interview?

3a. What are your strengths? If I asked _____ (any reference given such as former manager, etc.) what would THEY say were your strengths?

3b. What are your weaknesses? If I asked _____ (any reference given such as former manager etc) what would THEY say were your weaknesses?

4a. Give me an example or two of instances where you felt you were trained well.

4b. Give me an example or two of where you felt you were not trained well.

5a. Give 2 or 3 specific instances of when you were managed really well.

5b. Give 2 or 3 specific instances of when you were managed poorly.

6. If faced with a task or job you do not want to do, how do you motivate yourself to do them anyway, and do them well?

7a. How do you set goals?

7b. How do you hold yourself accountable to meeting those goals?

8. Tell me about a time when you set a goal for your career and what you did to achieve it.

9. Tell me about a time in your personal life where you set a goal and what you did to achieve it.

10. Look back on a major accomplishment in your career. Tell me about it. What did you do? What were your major contributions? How did these contributions affect the outcome? What major lessons did you learn?

11. Look back on a major accomplishment in your life. Tell me about it. What did you do? What were your major contributions? How did these contributions affect the outcome? What major lessons did you learn?

12. If you were failing at a task, what would you do in order to complete it successfully?

13. Look back on a big mistake you have made whether it is in your personal life or career. Tell me about it. What did you do? What lessons did you learn? How did it impact you?

14. How do you relate to your co-workers or other members of your team?

15. How do you relate to your managers/supervisors?

16. What is your current relationship with your co-workers and managers/supervisors like?

17. Name 3 people in your life whom you look up to and admire? Why?

18. Who among your co-workers or employees have been performing very well? Why?

19a. What defines good work ethics for you?

19b. What defines bad work ethics for you?

20a. What kind of work environment do you thrive in?

20b. What kind of work environment do you not thrive in?

21. What are your career goals for the long-term?

22. Why are you a good fit for this position?

23. If you are not selected to fill this position, what will your next move be?

Role-specific questions:

Interviewer, ask 3 questions that relate specifically to the job position.

24.

25.

26.