

Group Interview System



Version 5

15 MINUTES BEFORE INTERVIEW

*Greet everyone at the door, have them be seated in the waiting area.
Offer water or coffee if available.*

INTRODUCTION:

Who I Am

“My name is Sheri White.”

“I am the Office Manager here at BTAC and I am helping Mr. Armstrong look to recruit high quality people to come to work for us as we grow.”

“My job is to look for people that are a good fit for us AND making sure we’re a good fit for you.”

“ I will first be leading you through a series of informative points about our company and our culture. Then after I will be asking you some questions and finally you will have an opportunity to ask specific questions at the end if I have not already answered them.”

Who they are

“Before I get started go ahead and tell us your name, and like a... 90-second tid bit about where you’ve been and what you have been up to.”

Our Vision

Our Vision is to:

Build a good reputation as a home builder that produces high-quality homes and make my family proud!

Our Mission is to:

Be the best high-quality home builder in Baldwin County.

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Our services include

1. Custom Home Building
2. Remodeling
3. Sitework
4. Home Maintenance

Our company culture is built upon 5 Pillars

Well, you can imagine, as we work with clients each day from this area, it's very important for us to be a wonderful role model of a trustworthy construction company. We have a few core values that we live by each day.

- Our first one is **Pride**. We do it right the first time and take ownership and responsibility for the work we do.
- We also put a strong emphasis on **Honesty**. This means acting from integrity at all times.
- Our third Core Value is **Dependability**. I've always loved being surrounded with talented people that are reliable, punctual, and that gets the job done.
- The fourth Value is **Clear Communication**. If you have a clear understanding in the beginning, you won't have misunderstandings at the end.
- Finally, each of us here at Brian T Armstrong Construction are passionate about **Production**. This means we act and communicate in an organized way that is focused on RESULTS!

The Brian T Armstrong Construction Difference

- We have a proven path designed by an Expert – We give definite answers to our clients quickly and communicate very well.
- We are highly organized – We follow a specific process to make decisions up front and ensure that the client's experience is stress free with no surprises.
- We have an interior designer – Our designer walks clients through each decision about which features of the home are the best fit.

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- We are a growing company and we plan to keep growing, this means that our employees have the opportunity to grow with us. There will be opportunities for advancement the sky's the limit.

What positions are we hiring for?

- Office Manager
- Superintendent
- Excavation Manager/Operator

Expectations:

- Punctual
- Dependable
- Strong Work Ethic
- Able to Communicate
- Want to Learn
- Good Driving Record
- Able to Produce Results Each Day
- Represents the Company Well to the Community

What type of people are we looking for?

ATTITUDE OVER SKILL

“We hire attitude over skill and experience every day of the week. We are a much better company by hiring somebody that brings a good attitude every day than somebody who feels they’ve learned everything already.”

GOAL-ORIENTED

“We also are looking for people that are goal-oriented and know where they are heading. Being self-motivated starts with having a definite chief aim that drives you throughout the day. If it’s your manager’s job to come in and have to motivate you every morning, then this may not be the best fit for you.”

GROWTH MINDSET

“We also want people who are willing to learn. To be humble enough to

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understand that there is a lot to learn shows a lot. As you learn more, the opportunity for moving up in the company also grows. Knowing one skill does not make you an asset for the company. “

QUESTIONS

“Now, I said that WE are looking to BE a good fit for candidates just as much as the other way around. Part of that is understanding what your goals are and whether we can help you get to them, so we have a few questions for you. We use the answers we receive to the following questions to evaluate after the interview. After word we will open it up for you to ask some questions...”

“The first question we’ll have everyone answer is, “What is your ideal work environment? Describe the ideal work environment for you, what work environment do you thrive in?”

Have everyone answer, in order, around semi-circle, while taking notes.

“The next question is what great value do you feel like you bring to our company? What skills, knowledge or character trait do you feel you have mastered that will add value to our company?”

Have everyone answer, opposite way, around semi-circle, while taking notes

“We shared our core values with you – Pride, Honesty, Dependability, Clear Communication, and Production. Chick-fil-a values customers first and working together – this is a primary reason for their continued success. The last question is if you were to start your own company, what core values would you choose to ensure your success?”

Have everyone answer, around semi-circle, while taking notes.

FAQS

“Excellent, now I could talk about the company for days and maybe still not

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answer your specific question that you want to know, so what we've found to be most successful is to open up the floor for questions about the job or company, and I will answer as accurately as possible. If I don't know the answer, I'll tell you that I don't know, or if I'm not going to answer, for whatever reason, I'll just tell you. There's no rhyme or reason for this format, it's just kind of a lightning round for me, so who wants to get us started?"

LAST QUESTION TO BE ASKED – “What’s Next?”

“You may be wondering”What happens next?!’ We take applicants through four phases when hiring – 1) Initial Meeting > 2) Job Shadowing > 3) Personal Interview > 4) Reference and Background Check

What I'll do is take your resumes and my notes from today and evaluate them for whether it's a good fit for our company. If we feel like it is, you'll get a phone call in the next few days. If not, don't worry you are still a good person, but chances are that we could not help you get to your goals.”

“Okay, I'll walk you out.”

Collect Candidate Information (Hard Copy of Resume & Letter of Recommendation)

Throw away non-good-candidates. Call Good Candidates back to Shadow.