

Conducting Host Interviews

Host interviews should take about 30-45 minutes, and can be scheduled on Google Meet or Zoom.

[Link to Interview Template.](#)

- Usually best to save template as a copy and title with the name of the candidate and date of interview.
- Save to shared interviews folder in Google Drive.
- Jot down any overall thoughts in the Interview Notes section on the applicant's profile in Staff Master on Air Table
- Enter interview date in the applicant's profile
- Select how you felt about the interview from the drop down menu

Green, Yellow, and Red Flags when Interviewing:

- Green Flags (Have proven to be attributes of hosts who have done well and stayed with the company for awhile)
 - Has played trivia before. Bonus points if they have played Trivia Mafia trivia or IGL with us specifically
 - Relevant public speaking/ presentation experience
 - Experience with A/V systems and troubleshooting
 - Have good, thought out answers to the situational questions suggesting good instincts or the ability/ care to problem solve
 - Flexible or really reliable schedule for when they could host
 - Flexible or really clear on where they are able to host
 - Interested in the idea of subbing, theme nights, private events or training
- Yellow Flags (proceed with some caution)
 - Schedule that isn't very flexible or reliable from week to week
 - Say they are ok with driving a certain distance but the site we have in mind is really pushing that to the limit or is over their desired distance
 - Very specific about the location they get or the kind of place they are looking to host at
 - Not a ton of experience with A/V but express they are quick to learn
- Red Flags (have proven to be difficult obstacles to overcome for hosts)
 - Driving times that are 30 minutes + from them, especially in more remote locations
 - Very inflexible/unreliable schedule or it sounds like major life changes are on the horizon (new jobs, moves, family milestones)
 - Never played trivia of any kind anywhere

- Poorly thought out answers to situational questions that seem overly harsh, overly lax or just seem generally confused by what's being asked.

Explaining "next steps" for candidates

- If we have quite a few we are interviewing for one spot I tell them approximately when I will wrap up interviews so they have an idea of when they may hear back. Always encourage them to reach out in the meantime if questions come up for them.
- If we only have one person interviewing for a location, I still tell them that I'd like to touch base with my team to discuss and then I'll be back in touch with them in a business day or two. Oddly we've found that offering in the interview takes them a bit by surprise and sometimes they say yes before really thinking the opportunity through.

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