

## The INTERVIEW ARCHITECT® Online Software Applications and Best Practices

### What is The Interview Architect?

The Interview Architect Online Software is a web-based tool that lets users quickly build structured interview guides that help assess the LEADERSHIP ARCHITECT® competency library.

The Interview Architect uses Lominger's Dimension 4 interviewing process that offers interviewers four different types of questions to ask to determine the likelihood that the candidate has the competency now – or the potential to build the competency – required for the open position:

- **Dimension 1** – Been there, done that – has had direct personal experience(s) involving the competency – candidate was the prime player
- **Dimension 2** – Seen/been around others who were involved with the competency – good and bad; learns from others about self
- **Dimension 3** – Knows how the competency works in theory; shows understanding
- **Dimension 4** – Shows personal change and sense making; learned it one place and applied it in another; can compare and contrast experiences; changes viewpoints across time; can explain personal development or evolution related to the competency

The Interview Architect walks users through three steps:

1. Select or identify competencies for use in an interview by either sorting The Leadership Architect Competencies in the software or by using an existing competency model created with SUCCESS PROFILE ARCHITECT™.
2. Create structured interview templates by selecting from interview content that supports the competencies identified in Step 1. Users can select unique interview questions, probes, follow-ups, etc. from The Interview Architect or add their own customized interview content.
3. Print, download (to WORD or a PDF) or e-mail the interview packet(s) to interviewers (hiring managers, interview panel members, etc.).

### When should The Interview Architect be used?

The Interview Architect should be used anytime a critical internal staffing or external hiring decision is being made. The content of The Interview Architect supports each of the Leadership Architect competencies; and can be translated or mapped to other competency models.

## **Suggested Applications:**

- ***For internal recruiters and/or human resources professionals who coordinate recruiting and selection processes.*** Many organizations use their human resources professionals to manage the nuts and bolts of the recruiting and selection processes.

Human resources professionals should identify critical job competencies as part of the “hiring manager interview process” or the meeting/discussion they have with a line manager who has the open position or requisition.

From there, the human resources professional can create an interview template for the position and generate unique interview packets for all interviewers involved in the selection process.

- ***For line managers with an interviewing need.*** Since The Interview Architect is easy to use, line managers with a little training can use the software themselves – with or without the assistance of their human resources professionals – to create interview guides for positions they have available.
- ***To store organizational interview guides.*** Most Lominger clients create numerous success profiles for their organization. The profiles may remain constant or evolve over time. Success Profile Architect allows profiles to be named and saved or stored on the system.

Similarly, The Interview Architect lets organizations save or store multiple interview templates. Organizations may create many interview templates that can serve as models or standards for interviewing for key jobs, organizational levels or types of experiences that need to be selected for in their organization. Since the tool is web-based and available by subscription, multiple users in an organization have access to the interview templates whenever they need them.

- ***For internal/external selection purposes.*** Organizations can use The Interview Architect for a variety of internal/external selection purposes including training supervisors/managers on what to look for when they’re selecting candidates to fit certain job roles or competency models, and areas/domains to explore with job candidates about experiences they’ve had on or off the job.
- ***New supervisor/manager interviewer training.*** Many organizations offer supervisory or leadership training to new supervisors/managers that covers human resources processes including interviewing and selection. Organizations can use The Interview Architect to help hiring managers learn how to effectively conduct interviews with potential employees as well as to train new supervisors/managers on Lominger’s Dimension 4 interviewing techniques.