Get Hired: Hiring Managers’ Top Secrets Revealed

In a recent survey, we asked hiring managers to share how they evaluate and distinguish top candidates. We also asked them about ways professionals can gain an edge in the hiring process to get noticed and ultimately hired.

**1-3 WEEKS**
is the typical time it takes from the first interview to the extension of an offer.

**8 IN 10** match résumé qualifications to the job description when deciding who to interview.

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**THE FIRST 15 MINUTES**

60% say the most challenging quality is the candidate’s ability to explain hard and soft skills.

When evaluating candidates, hiring managers are looking for:

**Top hard skills**

- 14%: The ability to explain hard skills
- 13%: A sense of personal accountability
- 13%:say culture fit
- 14%:say soft skills
- 15%:by observing behavioral cues during interview
- 58%:by listening to candidate questions posed during interview
- 56%: by asking behavioral interview questions

**Top soft skills**

- 51%: by listening to candidate questions posed during interview
- 43%: by observing behavioral cues during interview
- 53%: by reviewing candidate’s background

Résumé is still king 67%:

- by asking behavioral interview questions
- 58%:by reviewing candidate’s background
- 56%: by observing behavioral cues during interview
- 56%:by reviewing candidate’s background

**60%** say the most challenging quality is the candidate’s ability to explain hard and soft skills.

**69%** say CULTURE FIT is important when evaluating candidates.

**61%** DIGITAL/ELECTRONIC FORMAT is the most preferred format to review a candidate’s background:

- 33%:TRADITIONAL HARD COPY
- 4%:DIGITAL PORTFOLIO
- 2%:LINKEDIN PROFILE
- <1%:VIDEO RÉSUMÉ

Résumé is still king 67%:

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**Top ways managers assess culture fit:***

- 47%: by observing behavioral cues during interview
- 55%: by reviewing candidate’s background
- 49%: by asking behavioral interview questions

**Top competitive advantages (when candidate qualifications are equal):***

- 69%: REFERRED BY A CURRENT OR FORMER EMPLOYEE OR CO-WORKER
- 58%: STARTED AS A CONTRACT/TEMPORARY EMPLOYEE WITHIN THE COMPANY
- 43%: COMPLETED AN INTERNSHIP WITHIN THE COMPANY

**Securing the position**

- 71%: BE ABLE TO CONVEY HOW SKILLS/BACKGROUND ARE A GOOD FIT FOR THE JOB
- 66%: BE INFORMED ABOUT THE COMPANY’S KEY PRODUCTS/SERVICES

**Nail the interview**

- 74%: BE ABLE TO ARTICULATE PERSONAL ACCOMPLISHMENTS/WEAKNESSES
- 73%: REMEMBER THE BASICS (BE ON TIME, POLITE, WELL-GROOMED, GRACIOUS)
- 85%: ACTING ARROGANT, NOT GRATEFUL FOR INTERVIEW
- 82%: INAPPROPRIATE USE OF MOBILE PHONE/TEXTING DURING INTERVIEW
- 78%: NOT ARRIVING ON TIME
- 75%: NOT BEING WELL-GROOMED OR APPROPRIATELY DRESSED FOR THE INTERVIEW

**Interview blunders**

- 80%: ANALYTICAL/CRITICAL THINKING
- 61%: VERBAL/WRITTEN COMMUNICATION SKILLS
- 81%: ABILITY TO LISTEN AND COMPREHEND
- 79%: A SENSE OF PERSONAL ACCOUNTABILITY

**When evaluating candidates, hiring managers are looking for:**

- Top hard skills
- Top soft skills
- Résumé is still king
- Security the position
- Nail the interview
- Interview blunders

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*Survey methodology: The 2015 Hiring Manager Research (U.S./Canada) was conducted by RDA Group on behalf of Kelly Services. Over 1,000 hiring managers in the U.S. and Canada were surveyed. Participants had direct hiring responsibilities for talent in healthcare, engineering, finance and accounting, IT, and scientific fields. Results represent a cross section of industries and career disciplines.*