

Interviewing Candidates

Each interview will be a little different and should be conducted and customized based on the position and the candidate's application.

Application:

1. Please ensure the application is complete. Feel free to ask questions in order for you to fill out the application's missing information.
2. If illegible, ensure that the Name & Telephone # is legible or feel free to write at the top of application as confirmation.

Non-Verbal Clues

Look for these Positive Clues

1. Direct Eye Contact
2. Smile/Laugh
3. Engagement (Just not Yes or No Answers)
4. Attention & Acknowledgement (Nodding Head when you are speaking)

Verbal Clues

Look for these Negative Clues/Red Flags

1. Negative Comments/Complaints of previous employment/Mgmt
- 2.

Interview:

1. Relax & watch for Non-Verbal & Verbal Clues that a candidate presents.
2. Go over the application & feel free to discuss parts that are vital to your decision and the position.

- Experience
 - Shift Availability
 - Convictions (if listed on application as a “Yes.”
 - Current Licenses (Food Handler/Manager or TABC)
- Etc

Open Ended Interview Questions:

After reviewing an application, I look for certain things & ask open ended questions:

1. **If they have had Multiple Jobs or have not stayed very long at their jobs**, ask why they left. They usually will just start talking. Listen for clues, like negative talk about management, policies, teamwork, hours of work.....
2. **If they Mention Children, Never ask directly about childcare**. Ask if there will be anything keeping them from being dependable, on time or fully committed to their schedule.
3. **If they are currently employed elsewhere**, ask why are they seeking additional employment.
4. Ask why do they want to stay or enter the Service Industry.
5. Ask what they like about the Service Industry or being a Wait Staff Member or Bartender or Cook.
6. Ask what they dislike about the Service Industry or being a Wait Staff Member or Bartender or Cook.

Company/Position Information:

If you wish to pursue an offer of employment, share information on the Company & Position. Key points:

1. Inform them of the culture:
 - Days/Hours of Operation & Staff Times
 - The business is a Full Service Restaurant & Bar.
 - Discuss the different seating areas.
 - Discuss the different business areas(Kitchen, Bar....)
2. Expectations of any position:
 - Dependability
 - Team Work
 - Hard Work
 - Following all Policy & Procedures & Job Responsibilities.
3. 30 Day Probationary Period with No Time Off Requests or Schedule Changes that would be detrimental to the team.
4. Pay Information, Tips, Pay Period, Pay Days and Basic Tip Out Information.
5. Discuss Necessary Licenses for each Position. Cook's must obtain Food Manager's License.
6. Wait Staff – Discuss the need to have an operable phone, no later than 2-3 years old(IOS) preferred to be compatible with our POS System. They will download a Free App from our System to take orders & cash out customers table side.
7. Discuss Dress Code for their position. Impress upon ALL SOLID BLACK, no extra logos, colors, jackets, hats, sweaters & etc. Hair & Make Up must be done, meaning presentable at all times with impeccable hygiene habits. No overwhelming perfumes/oils or scents.

GREEDY'S FOH

Greedy's Tops –	Baby Tee Crop Top Tank Top Bra Top Body Suit
Greedy's Bottoms -	Short Shorts Leggings Mini Skirt
Hosiery -	Thigh Highs Fishnets Stockings (Flesh Color or All Black)
Shoes -	Sneakers or Boots Must have Rubber, Non – Skid Sole
Drafts FOH	
Drafts Tops –	Tee (NOT LOOSE FITTING) Tank Top
Drafts Bottoms -	Short Shorts Leggings
Shoes -	Sneakers or Boots Must have Rubber, Non – Skid Sole

KITCHEN

Black T-Shirt, Black Pants and Black Sneakers (Non-Skid) & Hair Nets.

Finishing the Interview

Finish off by asking if they have any questions about the company or the position.

Offer the Position or Let them know we will be in touch if we choose to move forward.

If you offer them the position,

1. Inform them it will be a working Training & they must be dressed in uniform.
2. Inform them they will receive a Welcome to the Team Text Message that will confirm the date and time of their training and how to log into the Team Log In on our website.
3. Inform them that page will have all of the information they will need to bring in on the first day, Policy/Procedures and Manuals they will need to read before they come for training and Helpful Info (Like HH, Seating Chart & Kitchen Manual). When they do come in, they will be signing an acknowledgement & Acceptance Form for those Policy/Procedures and Manuals.

Do not write any “personal” notes on the application(unless it is verification of information like DOH, tele#, avail hours....). You can write “Personal” Notes on a sticky note or something that can be removed.