

# Crystal Cheat Sheet

## HOW TO CONDUCT EFFECTIVE INTERVIEWS

Personality plays a significant role in how we approach interviews, just as it influences our leisure activities, social preferences, and career aspirations.

Gaining insights into your candidate's personality can prevent potential misunderstandings or tension during the interview process, leading to smoother and more effective interactions.

### Dominant Personalities

BE DIRECT, VISIONARY, RISK-TOLERANT

#### INTERVIEW STYLE

Ask about their personal and professional ambitions

#### EMAIL STYLE

Make sure your message ties back to helping them reach their goals

#### NEGOTIATING STYLE

Stand your ground during the discussion

### Influential Personalities

BE PERSONABLE, ADAPTABLE, ENTHUSIASTIC

#### INTERVIEW STYLE

Consider keeping the interview casual by meeting over lunch

#### EMAIL STYLE

Use friendly, enthusiastic language and try to avoid big lists of information

#### NEGOTIATING STYLE

Maintain positive momentum and energy towards an agreement

### Conscientious Personalities

BE METHODICAL, PRAGMATIC, RISK-AVERSE

#### INTERVIEW STYLE

Prepare to answer all of their questions in detail

#### EMAIL STYLE

Avoid overload them with too many options via email

#### NEGOTIATING STYLE

Give them space to think and be prepared to spend a lot of time answering questions

### Steady Personalities

BE THOUGHTFUL, DIPLOMATIC, RISK-AVERSE

#### INTERVIEW STYLE

Share details about the team to foster a sense of connection

#### EMAIL STYLE

Connect on a personal level with a warm tone

#### NEGOTIATING STYLE

Make a conscious effort to explain the offer and ask them for their honest perspective