



December 11, 2024

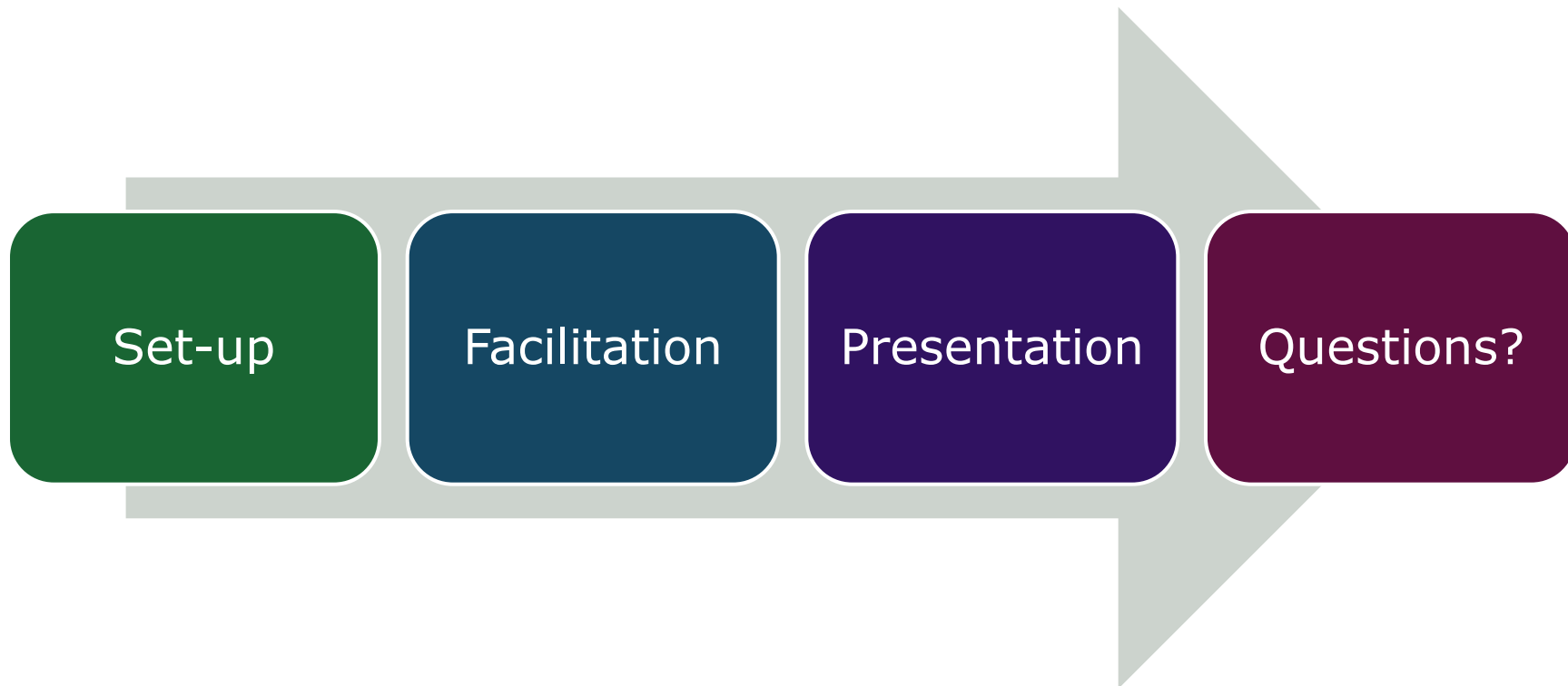
Best Practices for Interviews – Part 1 (Presentation)

2024 PEPS Conference

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Agenda



Goal of this presentation

- Provide perspectives
- Improve expectations
- Consistency
- Best qualified

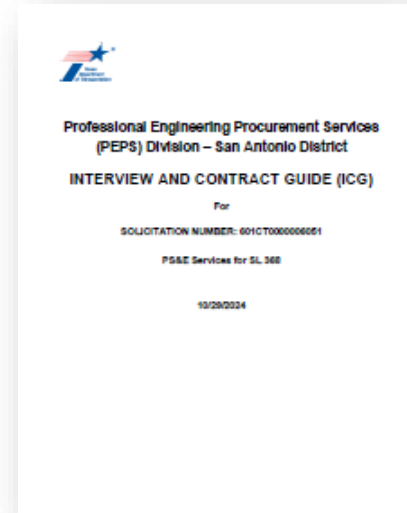


Set-Up

Set-up

Interview Contract Guide (ICG)

1. Location
2. Interview schedule
3. Interview structure
4. Interview evaluation criteria
5. Presentation content
6. Interview attendees



Set-up

Location

- Should have ample room
- Surprise?



Interview Schedule

- Date and time
- Who's on first? Who's on second?



Set-up

Interview Structure

- Duration
 - Provider discussion of questions?

Interview Structure	Time Allocation (In Minutes)
TxDOT Introductions/Instructions	4
Provider Presentation	30
CST Break	15
Provider discussion of questions	10
Follow-up Question and Answer (Q&A) Session	20
TxDOT Concluding Remarks	1
Total Interview Time:	80

Set-up

Interview Evaluation Criteria

Criteria	Elements	Weight
Technical Approach	Project understanding, project approach, innovative concepts or alternatives	XX%

Set-up

Interview Evaluation Criteria

Criteria	Elements	Weight
Project manager's relevant experience	Similar or related projects, including both technical and management experience	XX%

Set-up

Interview Evaluation Criteria

Criteria	Elements	Weight
Project planning and management	Project staffing and resource management (who, how, and why), communication plan, quality control procedures. Includes the prime firm's past experience with utilizing subproviders and meeting program goals (HUB or DBE) and/or how it plans to utilize subproviders to meet the goals on this contract. Also, may include project scheduling or phasing for SD contracts.	XX%

Set-up

Interview Evaluation Criteria

Criteria	Elements	Weight
Key staff's relevant experience	Experience with similar projects	XX%

Weights?

Set-up

Presentation Content

- ICG's presentation content should include all four criteria and corresponding elements.
 - What happens if it isn't?

Set-up

Attendees

- Project Manager
- Deputy Project Manager
- Certain Task Leaders
- Additional Task Lead at Project Manager's discretion



Facilitation

Facilitation

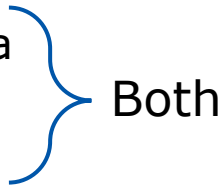
- Introductions/Instructions
- Time Keeping (generally the PEPS representative)
- Consistency



Presentation

Presentation

- Answer what is being asked in ICG
 - Interview Evaluation Criteria
 - Presentation Content
- Tone & Pace
 - Confident
- Don't "Read" it!
 - Note cards are OK



Presentation

- Be specific!
 - Project being procured
 - Roles and Responsibilities
 - Minimize marketing fluff
- If you don't say it, it doesn't count



Presentation

- Consultant Selection Team (CST)
 - Note taker
 - Casual note taker
 - No-note taker
- How should Presentation be organized?
 - What Order?
 - Easy to Follow

Presentation

- Team Participation
 - Introductions
 - Technical approach
- Don't water down experience
 - Provide details
 - Use your best project experience
- Keep it Interesting
 - Charts, Graphs, Pictures

Presentation

Presentations aren't about the presenter;
they're about the audience and what the
audience needs.

Simon Raybould

Questions?

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