

Tips for Conducting Interviews

Preparation:

1. Have an up-to-date job description on hand.
2. Develop a list of interview questions from the job description. Prepare handouts of the questions for selection committee members.
3. Review the applicant's resume/application.
4. Arrange for a quiet, uninterrupted place for the interview.

Conducting the Interview:

1. Personally meet and greet the applicant. Introduce yourself and other members of the selection committee.
2. Make the applicant feel as comfortable as possible. Try to establish a rapport and be friendly.
3. Communicate the purpose, structure and length of the interview to the applicant.
4. Describe the position to the applicant. Explain that you will be asking questions and will leave time at the end for his/her questions also.
5. Avoid interrupting the applicant. Listen attentively to the answers given.
6. Probe and clarify incomplete or confusing responses.

Closing the interview:

1. Thank the applicant for his/her time and interest.
2. Clearly explain the next step as to:
 - Time frames for decisions.
 - How applicants will be notified.

Evaluation:

1. Summarize your notes immediately after the interview.
2. If interviewing with a committee it is best to summarize the interview together directly after each interview.

Types of Interview Questions

***NOTE: Only Job Related Questions May Be Asked in an Interview.**

Questions all applicants may be asked:

1. Work experience, paid or unpaid
 - ❑ Dates
 - ❑ Position titles
 - ❑ Nature of work, accountabilities
 - ❑ Reason for leaving
 - ❑ Promotion histories
2. Education and training (if it relates to the position being interviewed for)
3. Availability
 - ❑ Start date
 - ❑ Flexibility in work schedule – shifts, weekend work, etc.
4. Technical Knowledge
5. Preferred work assignments, work environment, least preferred work assignments and work environment.
6. Any reason why the applicant cannot be to work on time every day at regular hours.

Types of questions to AVOID:

Any information relating to the applicant's private life:

1. Marital status
2. Sexual orientation/preference
3. Credit ratings, financial status
4. Religion, beliefs, creeds
5. Social activities
6. Family status
7. Age
8. Disabilities
9. Eye and hair color, height and weight
10. Arrest records
11. Pregnancy
12. Arrangements applicant will make for child care

Sample Interview Questions

1. Why are you interested in this particular position?
2. Tell me about your previous work experience (it can be volunteer experience).
3. Tell about the skills you have listed on your application/resume.
4. What do you expect to learn or get out of your work study position?
5. Is there any reason that you couldn't be to work on time on the days scheduled?
6. Tell about the most stressful school/work situation you have experienced.
7. Describe the most difficult person you have had to deal with and how you handle the situation.
8. What types of things challenge you at school or at work? (i.e. research, computer work, etc)
9. What are some characteristics of people you most like to work with?
10. What characteristics do you like in a supervisor?