

## INTERVIEW ING

- x Ask interview questions that are only job related.
- x Ask same set of questions to all applicants consistent and take notes.
- x Follow up questions are acceptable, however they be job related.
- x Identify experience, knowledge, skills and abilities that would make an employee successful in the position. Use this information to develop behavior based interview questions that elicit specific examples and actions the candidate has demonstrated in the past.
- x Questions should lead the candidate to do the most of the talking. Don't ask questions that can be answered with a yes or no.
- x Be a good listener.

## QUESTIONS NOT TO ASK

- x You want to know the candidate can do the job well. Job performance has little to do with a person's sex, religion, natural origin, race, age, birthplace, relatives, and type of residence, marital status or childcare arrangement.
- x Candidates with disabilities must be evaluated in terms of actual job requirements with no thought given to need for accommodation.
- x Below are examples interview questions that are illegal and should NOT be asked in an interview:

Age	How old are you? When were you born? When did you graduate from high school/college?
Disabilities	What health problems do you have? Are you physically fit and strong? When were you hospitalized the last time? Do you see a physician on a regular basis? How often will you require leave for treatment of your condition? What's your nationality? Is that an Irish (or whatever) name?
Ethnic Origin	Where are your parents from?
	Do you intend to get married soon? Are you a single parent? How many people live in your household? Do you have someone who can take care of a sick child?
Religion	Is that Jewish name? Do you sing in the church choir? What do you do on Sundays? Are you a member of any religious group? What church are you a member of? Do your children go to Sunday school? Are active in your church?
Personal Finances	Do you have children? What are your long range plans for family? Do you have someone who can take care of a sick child?

## DOCUMENTING INTERVIEWS & COMPLETING CANDIDATE INTERVIEW EVALUATION FORMS

- x Search committee/interview team members must complete candidate interview evaluation form for each candidate interviewed. The candidate interview evaluation form provides a basis for defending selection decisions.
- x The overall assessment on the candidate evaluation form should not be a comparison of one candidate to another. It should solely be an evaluation of that particular candidate.
- x Do not write down anything that you would not wish to be made public.
- x Remember that what you write on an evaluation form can become a legal document in court of law.
- x Make sure your statements are not discriminatory or subjective in nature.
- x If your sentences start with "I think"... "I feel"... "It seems"... "I believe"... you are probably being subjective.

INAPPROPRIATE COMMENT	SUGGESTION
She is <u>young</u> but still has some maturity. A very bright young woman.	x Never refer to age.
She was <u>polished</u> and professional in demeanor and dress.	x Never refer to appearance.