

Interviewing and Hiring

Prior to Interview

Interview Questions

During the Interview

After the Interview

Prior to Interview:

- What's your goal in hiring for this position?
- Develop clear job description (JD) outlining the essential duties of the job
- Set competitive compensation rate and compensation plan
- Decide what makes your job a desirable one for employees-sell that too as you compete for student employees. (i.e. flexible schedule, no nights or weekends, relates to major/course of study, etc.)

Prior to Interview (continued):

- Decide how you want people to apply-call for appt?
Send resume? Fill out application?
- Post job with Financial Aid/Student Employment Office!
- Make an appointment to meet with student. Be sure to set aside enough time during which you won't be interrupted!
- Set up a comfortable, professional place for the interview-you're making a 1st impression too!

Prepare Interview Questions:

- **Are the questions legal?** (i.e. per EEOC guidelines- check with your HR Dept. and/or legal dept.). Questions must relate to a Bonified Occupational Qualification (BOQ)- which is a fancy way of saying they have to be pertinent to the job. Examples of illegal things to ask/require answers to include: age, race, gender, other physical characteristics, marital status, natural origin, branch of military served in, etc.). [This web document from Professor Bell at the Univ. of San Francisco may be of use to you.](#)

Prepare Interview Questions (continued):

- **Do the questions get at the information you're wanting for the job?** (I.e. are certain computer skills or keyboard skills necessary?). Here's a long list of possible [interview questions listed from the UC-Davis Web site.](#)
- **Use open ended questions to gain more helpful information.** For example, "Tell me about your use of computer applications in your previous job(s)?" (vs. "Did you use MS Word in your previous job?")

During the Interview:

- **Set the person at ease**--be friendly and make them comfortable. (i.e. introductions, offer to take coat, place to sit, offer water, ask if they had any trouble finding your office, etc.)
- **Use the same set of questions for each applicant**--this will make your rating/ranking process easier! One possible rating system for an interview includes:
 - 1 = Knowledge &/or skill level well below position requirement.
 - 2 = Knowledge &/or skill level meet minimum position requirements.
 - 3 = Knowledge &/or skill level meet all position requirements.
 - 4 = Knowledge &/or skill level unusually extensive and useful in this position.
 - 5 = Knowledge &/or skill level exceed position requirements.

During the Interview (continued):

- Or set-up worksheet to rank various skills (i.e. computer, communication, accounting, etc.)
- Take notes during or after
- End when both parties have all needed/desired information

After the Interview:

- Decide on your top 2 candidates per interview results, skills, experience and ratings on your chosen areas. You may want to use an applicant comparison sheet.
- Check references on #1 choice
- If references are okay--offer job to #1 choice; if accepts, set up initial appointment to come in for completing hire paperwork & work (and training) schedule. If declines job offer, check references on #2 candidate and offer to # 2 if references are good. If #2 declines, may want to re-open the interviews.
- NOTIFY ALL APPLICANTS OF YOUR DECISION!