

1 **Interviewing and Hiring**

Prior to Interview
 Interview Questions
 During the Interview
 After the Interview

2 **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.)

3 **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!

4 **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.](#)

5 **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?")

6 **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.

7 **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

8 **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!
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