

## Interviewing Tips

For the supervisor, interviewing is a time to gather information about the candidate. For the student, interviewing is an invaluable lesson. A student's professional development begins with the application and interview process. Here are a few tips to help you begin your interview process.

- ❖ Make your list of interview questions before the interview. Use open-ended questions and try to avoid yes/no questions.
- ❖ Introduce yourself and provide a brief overview of the position before you start asking the applicant questions.
- ❖ All candidates should be asked the same basic questions in the same manner.
- ❖ Inform the applicant when they can expect to hear of your decision.
- ❖ Rate each applicant immediately after the interview. If you wait, the information will not be as easily recalled.
- ❖ When the position is filled, contact the Human Resources Office to close the position.
- ❖ Maintain all documentation from interview for five (5) years from the interview date.

### **Sample Interview Questions**

\* EEOC Interviewing Guidelines prohibit asking questions about race, age, marital status, number of children, religion, or any other subject that could be perceived as discriminatory.

- 1) Why does *this* position interest you?
- 2) What skills and experience can you bring to this position and our office?
- 3) What are your strengths and weaknesses? How do you measure success?
- 4) Give me an example where you had difficulty communicating with someone and how you resolved it.
- 5) What motivates you?
- 6) What campus organizations are you involved in or do you belong to?
- 7) Under what conditions do you do your best work?
- 8) Tell me about a time you had to surmount an obstacle to reach a goal. What was the problem, and what did you do about it?
- 9) Tell me/us briefly about yourself.
- 10) What is your current course load? Will you be able to work at least \_\_\_\_ hours per week?
- 11) What experience do you have working with the public?
- 12) Confidentiality. Are you capable of not repeating things you hear or see in this office/department to anyone outside this office/department? Are you willing to sign a confidentiality agreement if required?
- 13) We require \_\_\_\_\_ attire in this office/department. Do you have any problems with that type of dress code?

### **Making the Job Offer**

- 1) Determine if you are going to hire the student under the work-study program or as a regular student employee.
- 2) Determine the rate of pay as outlined.
- 3) Make the offer of employment.
- 4) If the student accepts the offer, notify Human Resources so that the vacancy posting can be closed. Should you need additional student employees, you would need to re-post the position.