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.

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