

# Interviewing Do's



- ✓ Be prepared, read application materials before the interview
- ✓ Ask questions related to the job description and skills/competencies needed to perform the job
- ✓ Make the candidate comfortable, smile, be conversational
- ✓ Use your listening skills - the candidate should be talking 80% of the time
- ✓ Some silence is ok
- ✓ Watch for non-verbal language
- ✓ Look for real solutions:
  - ~How do you hire a chef? Have them cook you a meal!
- ✓ Always leave time for the candidate to ask questions

# More Interviewing Do's



- ✓ **Establish rapport.** Greet the applicant with a pleasant smile, firm handshake, and a casual statement or two. Introduce others on the call/in the room.
- ✓ **Outline the interview objectives and structure.**
- ✓ **Gather information.** Verify specific information from the resume. Be certain to use open-ended questions and follow up on yes or no answers.
- ✓ **Share information about your college/department and "sell" the position.** Be sure to do this **AFTER** you've let the applicants answer your interview questions.
- ✓ **Close the interview.** Thank the candidate for his or her time and interest. Indicate what the next step will be and the time frame within which it will occur.
- ✓ **Evaluate your notes and compare candidates.** Complete an evaluation form or firm up your notes, noting specific information about the candidate wherever possible.
- ✓ **Rate the candidate.** This is important. You may not trust your memory to recall the detail of the interview at a later point in time

# Interviewing Don'ts

## DON'T ask illegal questions relating to:

- Age**
  - What are your retirement plans?
  - When did you graduate high school?
- Children/child care**
  - How many children do you have? Are they healthy?
  - Will you have a child care problem?
  - When are you planning to have children?
- Marital status**
  - Are you married? Are you single?
  - What does your husband/spouse do?
  - Tell me about your family.
- Political affiliation**
  - Who did you vote for in the last election?
- Religion**
  - Do you go to church?
  - Will you need time off for religious holidays?
- Race or national origin**
  - Where were you born?
  - What date did you acquire citizenship?
  - What date did you arrive in the US? How long have you been a resident?
- Medical Status/Disabilities**
  - Do you have any physical impairments or disabilities?
  - Have you had any recent health problems?
  - If an applicant volunteers information about a disability, don't follow up with a disability-related question.
- Sex/Gender Identity**
  - You may not ask anything about sexual orientation or gender identity
- Veteran Status**
  - Will you be deployed anytime soon?
  - What type of discharge did you receive from the military?
  - Did you get hurt in combat?