



How to Perform a Productive Interview

There are several things to keep in mind when employers are interviewing prospective employees:

- It is usually preferable for the interviewer to be the person to whom the student will report. This gives both parties an opportunity to clarify job roles and expectations before a commitment is made to hire. However, this may not be feasible in cases where large numbers of students must be hired.
- Be prepared and think about what the needs of your office are. When do you need someone to be available? Who will be directly overseeing the work performed by the student employee? Should they be involved in the interview process?
- Write up a list of questions that you will ask all job applicants. Be sure that the questions directly relate to the needs of your office and the position you have advertised.
- It is important that both the employer and the applicant recognize the total amount of hours the applicant is able to work based on his or her work-study award.
- Ask for and check all references.

Prepare for Interview by:

- Developing A Job Description
- Identifying Essential Functions of the job
- Identifying Skills necessary to perform job
- Developing Questions to determine skills

Interview Questions Must be:

- Predetermined and asked of all candidates
- Non-leading and open ended
- Based on job requirements
- Job related

Some Helpful Interview Questions May Include:

- Tell me about your previous job(s).
- What were your previous duties in that job?
- What was your strength in that job?
- Why did you leave that job?
- What is your favorite subject in school and why?
- Why did you apply for this job?
- Can you perform the duties of this job?

Don't Ask About:

- Age
- Arrests
- Citizenship
- Disabilities/Health
- Economic Status (including bankruptcy, car ownership, rental or ownership of a house, length of residence at any address, or past garnishment of wages)
- Education (where no direct job-related requirement or business necessity can be proven)
- English Language Skills
- Height/Weight
- Marital/Family status (including number of children and provision for childcare)
- Military Service Records
- National Origin
- Race/Color
- Religion

Hiring decisions should be based upon the potential employee's:

- Knowledge
- Skills
- Abilities

Additional Suggestions:

- Assess both performance skills and technical skills to determine if the student will be successful in the job.
- Focus on what the employee can do, not what he/she cannot do.
- Are you willing to train the student? Is there potential for learning and applying what has been learned?
- Do not let your judgment be influenced by things unrelated to the ability to do the job, such as: relative quality of other applicants or interviewer biases or stereotypes.