

TIPS FOR INTERVIEWING STUDENT EMPLOYEES



INTERVIEWS

- Must be structured.
- Questions must be based on key topics related to the job.
- Must have questions created prior to the first interview.
- Must have the same questions, conditions, and environment.

BEHAVIORAL DESCRIPTIONS

- "Behavior" is defined as those objective and observable responses made by candidates.
- Focus on objectives and observable responses.
- Not based on an assessor's impressions.
- Communicate accurate information to other assessors.

DO NOT ASK QUESTIONS PERTAINING TO:

- Race
- Religion
- Gender
- National origin
- Children
- Citizenship
- Age
- Disabilities
- Physical characteristics
- Maiden name
- Military status

CHARACTERISTICS OF GOOD INTERVIEW QUESTIONS

- Require the candidate to describe actual behavior in their response.
- Call for job knowledge or present a job-related problem or situation.
- Related to important aspects of the job.
- Does not involve moral judgments.
- Able to distinguish the candidate's competency levels.
- Realistic and practical.

