

Interview Resources

Introduction:	2
Reviewing Applications:	2
Scheduling the Interview:	2
Developing Interview Questions:	3

Interview Resources

	What is your ancestry?
Gender Discrimination	Do you plan to have children/more children? What are your daycare arrangements? Are you married? As a woman/man, do you feel you can do the job?
Age Discrimination	How old are you? When do you plan to retire?
Religious Discrimination:	To what church do you belong? Is that a Star of David you are wearing? On what days do you observe religious organizations? Was your schooling in public schools or in church schools?
National Origin Discrimination	Where did you get that accent? In what country were you born? How did you learn so many languages?
Disabilities Discrimination	What is the nature of your disability? Do you have any disabilities that might prevent you from doing this job? Do you have any disabilities or physical problems that cause you to visit physicians regularly? Do you get sick often?
Veteran Status Discrimination	What type of discharge did you receive? Have you had any after effects fom

Interview Resources

	What types of medication are you currently taking? Do you need any special accommodations?
--	---

Interviewing Techniques:

Below is a breakdown of the most popular interview techniques. The best interviews are a blend between both.

Traditional Interview:

This is most common type of interview. This interview format consists of a series of questions that may or may not be standardized. The traditional job interview uses broad-based questions such as: "why do you want to work for this company," and "tell me about yourself."

Behavioral Interviewing:

Behavioral interviewing is based on the premise that past performance is the most accurate indicator of future performance. Behavioral interview techniques are used to evaluate a candidate's experiences and behaviors in order to determine their potential for success within a particular position. The interviewer first identifies desired skills and behaviors relevant to the position being filled.

Secondly, the interviewer structures open-ended questions to elicit detailed responses. This is the most widely recommended method of interviewing.

Tips for conducting an effective behavioral interview:

- Identify what is required of an employee in the available position. Use the position description to help describe the requirements of the position.

- Determine the required outputs and performance success factors for the job.

- Determine the characteristics and traits necessary to succeed in that job. If you have employees successfully performing the job currently, consider the traits, characteristics, and skills they bring to the job.

- Make a list of questions, both behavioral and traditional, to ask each candidate during the interview. A structured list makes candidate selection more defensible and allows you to make comparisons between the various answers and approaches of your interviewees.

- Hiring managers may perform phone screening of the candidates whose qualifications have caught your attention, if necessary, to further narrow the candidate pool.

- Schedule interviews with the candidates who most apply

Interview Resources

Sample Behavioral Interview Questions:

Scenario	Sample Questions
<p>We frequently must explain policies and procedures to students or staff who sometimes do not understand or agree with what we are telling them.</p> <p>Tell me about the most difficult or frustrating time you experienced in explaining something to someone (a co-worker, student, applicant, or customer)</p>	<p>When did this happen? What were the circumstances leading up to it? What was being explained? Was the outcome successful? What contributed to the success (or failure)?</p>
<p>"Occasionally an office machine you are using may break down. Tell me about the last time you had this happen to you."</p>	<p>What type of machine was it? What was the problem? What action was taken when problem was identified? Was there anything that could have been done to have prevented it? What procedures/instructions did the supervisor have for dealing with these kinds of problems?</p>
<p>"Tell me about a time you wer?"</p>	

Interview Resources

choices. The care taken in planning the interview may affect the applicant's perceptions of your competence and interest, and the quality of the information that is obtained. Here are some recommendations for fostering a good interview atmosphere:

When calling to schedule appointme

Interview Resources

involves sometimes simultaneous actions: talking, writing, observing and listening for what is said and for what is not said. Add to this the challenge of gathering notes quickly, clearly and accurately.

Notes taken during an interview must be sufficient enough to be used as a reference when reviewing applicants after the interview and to support your decision-making. Also, remember that you may be providing feedback to an applicant or referring to your notes in the event of a review of your decision. They will need to be clear enough for you to understand them at a later date.

Be brief in your

Interview Resources

	<p>selection process are.</p> <p>Do not make any remarks that could be construed as a decision having already been made – either to hire or not.</p> <p>Finally, let the applicant know that a background check and reference checks will be conducted on the selected applicant. Confirm contact names and telephone numbers to be used for reference checks.</p> <p>Conclude with a friendly close, and thank the applicant for his/her time.</p>
--	---

After the Interview & b



Interview Resources

As with conducting an interview, prepare your questions in advance. Include questions that confirm the applicant's responsibilities with their previous/current employer as well as their performance in the position.

Hiring managers should inform potential candidates that their current employer will be contacted prior to a firm offer of employment.

While some employers will not respond to requests for reference checks it is important to make the effort. If necessary, contact the applicant for additional references who can speak directly to their prior performance.

Checking prior job performance should not be limited to non-FAU applicants. Past performance is a good predictor of future behavior.

Hiring departments are strongly urged to contact Employee Relations to review personnel files of current or previous employees prior to concluding the selection process.

What is a Reference Check?

A reference check gathers information about a person's past performance relating to the qualifications you are looking for.

The best indicator of how someone will perform in the future is his/her past performance.

Reference checks may be used to assess any qualifications, e.g. experience, skills, or professional suitability and to verify reliability.

Is Consent Required?

Yes, each applicant must give consent before a reference check is performed. As part of the Florida Atlantic University application and background check process all applicants consent to professional reference checks.

In some cases, the applicant may ask that their current employer not be contacted until they give formal notice.

Hiring managers should inform potential candidates that their current employer will be contacted prior to a firm offer of employment.

How to Conduct a Reference Check - 3 Basic Steps

1. Preparing Information

Review candidate's resume and your notes from interview. Prepare list of qualifications and facts to be verified. Confirm how long the reference and the applicant worked together, applicant's duties and reporting relationship.

Prepare questions that are relevant to the qualifications and duties of the job being filled. Aim for facts, specific relevant incidents--- not opinions.

2. Gathering Information

Explain to reference your purpose and the time the check will take.

Follow your prepared questions to stay on track.

Use follow-up questions to clarify events and get details.

Keep to the facts and ask for specific examples of incidents.

Take notes and evaluate later.

Be alert to unusual hesi

	<p>How are deadlines managed or honored? Can you describe a time when the candidate did not meet a deadline? How does the candidate handle changes in his/her deadlines?</p>
<p>Self-Reliance</p>	<p>Is this person a self-starter? Describe a situation to demonstrate that the candidate is a self-starter. Does he/she rely on others for direction? When a task is given, are you confident of the end result? Why/why not?</p>
<p>Meeting Objectives</p>	<p>Does he/she tend to work in isolation? Does he/she communicate problems/concerns/status with others? Does the person ask for clarification of team objectives? What contribution has this person made to the team?</p>
<p>Dealing with Priorities</p>	<p>How does the person deal with shifting priorities? Describe a situation where the candidate had to deal with changing priorities? Is she/he willing to redraft work and put in extra time on projects? Does the person demonstrate an understanding of the broader picture?</p>
<p>Need More Information</p>	<p>If you need more information or clarification, ask follow-up questions.</p> <p>Can you give a specific example? What happened next? Did this cause a problem in the work unit? Did the candidate try to correct this problem? Was she/he</p>

Summary of Federal Rules and Regulations:

Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, and national origin regarding civil rights.

Title VI prohibits discrimination on the basis of race, color, religion or national origin under educational programs receiving federal financial assistance (applies primarily to the student).

Title VII prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin.

Pregnancy Discrimination Act prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical condition.

Rehabilitation Act of 1973 is designed to ensure equal opportunities in employment for qualified handicapped persons.

pp anc

S

Interview Resources

		would indicate race, religion, or national origin of applicant.
In Case of Emergency	Names of persons to be notified in case of an emergency	Names of relatives to be notified in case of an emergency
Age	Whether the applicant meets the minimum age requirements	How old are you? Or When did you graduate?
Military History	Experience/education in military services which would relate to the job applicant is seeking.	Type of discharge and any questions relating to disciplinary records.
Medical Examination	Medical examination is required per [unclear]	