



Career Services

INTERVIEWING GUIDE

STUDENT EMPLOYMENT

INTERVIEWING TIPS

The key to conducting a successful interview is based on a thorough understanding of the job requirements and a preliminary understanding of the applicant's relevant experience.

Be adequately prepared.

- Know the job requirements.
- Review all available information on the applicant.
- Determine what additional information is needed.

Get specific information.

- Open the interview in a friendly manner regarding a general topic.
- DO ask direct questions. DO ask open-ended questions.
- DON'T ask suggestive questions, leading questions, or yes/no questions.

Encourage the applicant to talk.

- Be an attentive listener.
- Don't try to fill silent moments during the interview. Allow silence for the applicant to think and reflect.
- Talk about the position – not yourself.

Discuss the next steps.

- Give facts the applicant needs in order to make a decision about the job. Don't make promises you can't deliver.
- Let the applicant ask questions.
- Give the applicant an opportunity to add additional information that may be important to your hiring decision.
- Give the applicant a general timeframe of when they should hear from you.

INTERVIEW QUESTIONS

Every applicant should be asked the same basic questions so comparisons will be based on similar criteria.

Education

- Do you think your grades are a good indication of your academic achievement?
- What special training have you completed that would assist you in this position?

Work Experience

- Describe your work experience as it applies to this position.
- What did you like best about your last position?
- Describe your strengths and weaknesses as it relates to this job.
- What do you hope to learn in this job?

Dependability

- Why did you leave your last job?
- The hours for this position are _____ to _____. Is there any reason you could not work these hours?

Behavioral

- [Explain the environment of your department]. How would you handle it?
- How have you handled dealing with a difficult co-worker and/or customer in the past?
- What would your previous/current co-workers and boss say about you?
- Describe how you like to be managed.

INTERVIEW QUESTION DON'Ts

The safest approach to asking questions in an interview is asking questions that are job related. Questions that are not necessary to determine an applicant's qualifications, level of skills, and overall competence to perform the specific job should be avoided in interviews. If a question is about race, sex, color, religion, national origin, medical or psychological conditions, disability, or worker's compensation – don't ask the question. *If in doubt, don't ask.*