

## Interview Guidelines

- The hiring department should be concerned with the applicant's qualifications as related to duties and responsibilities of the position, as well as conditions of the work.
- The questions should be job-related and not of a personal nature.
- The person responsible for interviewing should have a good working knowledge of the position.
- It is important for the interviewers to be well-prepared and informed about Equal Employment Opportunity Commission guidelines and the Americans with Disabilities Act concerning lawful and unlawful inquiries.
- Preplan for the interview by conducting a thorough review of job requirements, create a series of job-related interview questions, and seek job-related work examples in the interview.
- Treat all applicants with fairness, equality, and consistency.
- Follow a structured interview plan that will achieve fairness in interviewing.
- Ask the same general questions and require the same standards for all applicants. Although all applicants are asked the same set of questions, the interviewers may ask more specific questions based on responses to initial questions or to clarify relevant work experience and education identified on the applicant's employment application or resume.
- Conduct interviews that can predict job performance.
- Use the same team of interviewers during each interview to ensure consistent treatment of all applicants and consistent interpretation of the information obtained during the interview.
- Keep notes from the interviews for each applicant interviewed and submit them to HR.