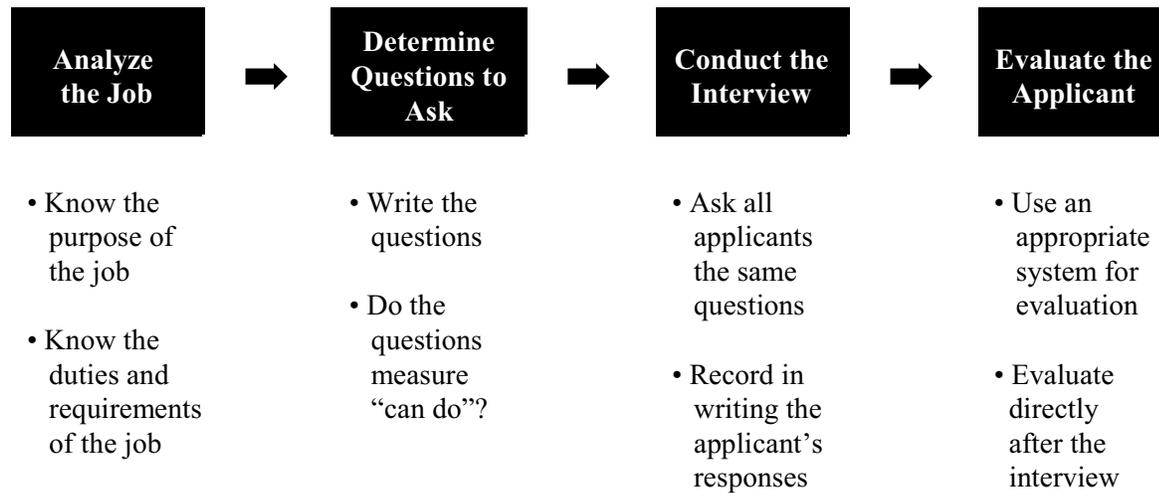


INTERVIEWING JOB CANDIDATES

Training for Supervisors

BYU–Idaho Human Resources Office
Kimball Building #226
Rexburg, Idaho

I. The Interview Process



II. Employment Law

- Federal laws that regulate employment practices include:
 - ▶ Fair Labor Standards Act of 1938; 1985 Revision.
 - ▶ Equal Pay Act of 1963.
 - ▶ Civil Rights Act of 1964; 1991 (Title VII).
 - ▶ Executive Order 11246 of 1965.
 - ▶ Revised Order No. 4 – 1971.
 - ▶ Equal Employment Opportunity Act of 1972.
 - ▶ Education Amendments of 1972 (Title IX).
 - ▶ Vocational Rehabilitation Act of 1973.
 - ▶ Employee Retirement Income Security Act of 1974.
 - ▶ Vietnam Era Veterans Readjustment Act of 1974.
 - ▶ Age Discrimination in Employment Act (ADEA) Amendment of 1986.
 - ▶ Immigration Reform and Control Act (IRCA) of 1986.
 - ▶ Americans with Disabilities Act of 1990 (Title I).
 - ▶ Uniform Guidelines on Employee Selection Procedures.
- For more information on employment laws please refer to the Equal Employment Opportunity Commission (EEOC) web site at www.eeoc.gov.

- It is illegal to discriminate in employment based on:
 - ▶ Age, race, color, sex, or national origin.
 - ▶ Marital status.
 - ▶ Pregnancy, childbirth, or number of children.
 - ▶ Disabilities (where the person can perform the essential functions of the job).
 - ▶ Veteran status.
 - ▶ Arrests or convictions where such does not relate to the job.
 - ▶ Religion (exception: private religious organizations).

III. Examples of Illegal Interview Questions

- Are you married?
- Are you pregnant?
- Do you plan on having children?
- How old are you?
- Are you from around here?
- Where do your parents live?
- Do you have any disabilities?
- Do you have any health problems or take any medication?
- Is your husband employed? Where?

IV. Sample Questions to Ask

- Tell me a little about yourself.
- Why do you want this job?
- What jobs have you enjoyed the most? The least? Why?
- What are your major strengths? Weaknesses?
- What do your supervisors tend to criticize most about your performance?
- How do you generally handle conflict?
- How would you describe yourself?
- What major problem have you encountered at work? How did you deal with it?
- What are your long-term goals?
- Are you able to perform the essential functions of this job?
- Is there anything else that I should know about you?

(*Reference:* BYU–Idaho Student Employment and Career Placement Center, “Interviewing;” and Ron Fry, 101 Great Answers to the Toughest Interview Questions, 1991.)

V. Types of Interviewing

- *Open-Ended Questions*

- ▶ “Tell me about yourself.”
- ▶ “Why do you want this job?”
- ▶ “What have you learned from the jobs that you have held?”

- *Behavior-Based Questions*

- ▶ “Give me an example of a time when....”
- ▶ “How did you....”
- ▶ “What did you....”
- ▶ “Tell me about a time when....”

- *Situation-Based Questions*

- ▶ “What would you do in this situation....”

- *Competency-Based Questions*

- ▶ Typing tests.
- ▶ Computer skills tests.
- ▶ Electronic circuitry tests.

(Reference: BYU–Idaho Student Employment and Career Placement Center, “Interview Styles.”)

VI. Steps to a Good Hiring Decision

- Before you start searching for applicants, put job requirements in writing. Describe the position and duties to be performed.
- List the qualifications needed for the job (i.e. education, experience, etc.)
- Always get an evaluation from at least one other person – usually the personnel specialist and the individual’s potential supervisor.
- Use the application form as an objective guide. Give numerical weights to different parts of the application according to the importance attached to each part.
- Check past performance and references thoroughly.
- Make use of standard tests of measurement.
- Match the results of your findings with the job specifications to find the applicant who best fits the job.