General Employment Interview Guide

Opening Introduction:

- Have applicant complete the Employment Application
- Upon completion, scan the form to be sure all questions have been answered
- Tell the applicant that you will meet with them in a few minutes for the interview.

Review Application:

- Review the application but do not write or make any notations on the form; use the Interview Guide to make any notes for follow-up questions or to confirm responses
- Review the "Personal Data" for any concerns; notate them on the Interview Guide.
- Review the Work History for additional information from the Telephone Interview. Is the information the same or different. Is the candidate a "job Hopper". Look closely at "reasons for leaving"- are they positive or negative
- Review the Education section for degrees, licenses and certifications applicable to the job position
- Be sure there are "References" other than "friends"; you need former employers
- Any concerns from the "Driving Record". A poor record might indicate other issues
- Review for any "negative" responses/ "Red Flags" especially on page 4

Interview Questions:

- As you interview the applicant, try to avoid "YES/ NO" type questions.
- Be careful not to "telegraph" the response that you want to a question – "I bet your boss really thought you were a great worker?"
- Introduce questions with "I see you indicated on the application that _____"or "Tell me more about your response to _____".
- Use silence as an interview technique. Ask your question or confirm an application response and then be quiet and wait for the applicant to speak.

Interview Notes:

- Do not make notes from the interview on the application, use the Interview Guide". Only the applicant should writ on the application form.
- If the applicant provides additional information that explains or clarifies a response that you believe is important to document, have the applicant write it out on the application