



questions, which will be asked to each candidate and any candidate-specific questions. Before calling candidates, set an interview schedule with the interviewers. Most interviews last 45-50 minutes. Allow 10 minutes for each behavioral-based question you choose and 15 minutes at the end of each interview for scoring responses. Reserve times/dates ahead of time with panel members' schedules.

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Notes help you capture the content of the interview vs. relying on memory.

Give the candidate 15 minutes at the end of the interview to ask you and/or the panel questions. Let the candidate know what the next steps in the process will be and your expected timeframe. You also want to thank the candidate for coming and if time permits, provide a quick tour of the office.

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Do immediately after each interview when the information is fresh in your mind. Build in 15 minutes at the end of each interview for this.

Use the reports Human Resources provides you in your decision making process. These reports provide more candid feedback – even on “areas of improvement,” which helps identify quality candidates.



\_\_\_\_\_ Statement that if hired, applicant may be required to submit proof of citizenship is acceptable, only if previously required in the position description and if approved through Human Resources or EO/AA office. Upon hire, all students, staff and faculty will be required to provide proof of eligibility to work in U.S., as required by the INS.

\_\_\_\_\_ "Of what country are you a citizen?" Whether applicant or his/her parents or spouse are naturalized or native born U.S. citizens. Date when applicant or parents or spouse acquired U.S. citizenship. Requirement that applicant produce his naturalization papers. Naturalization plans.

\_\_\_\_\_ If applicant indicates that he/she is reasonably able to perform the essential functions of the job and is qualified, there should be no inquiry regarding disabilities.

\_\_\_\_\_ General inquiries (i.e., "Do you have any disabilities?"), which would tend to divulge disabilities or health conditions.

\_\_\_\_\_ Languages applicant reads, speaks or writes fluently, if job related only. Must be included in position description if required.

\_\_\_\_\_ What languages do you speak fluently?

Do you have the legal right to work in the United States and for what period of time? (You may ask for proof of this).

\_\_\_\_\_ Applicant's academic credentials, vocational, or professional education. School attended. Inquiry into language skills such as reading, speaking, and writing foreign Languages, if job related only.

\_\_\_\_\_ Inquiry concerning racial or religious affiliation of a school. How foreign language ability was acquired is not permissible.

\_\_\_\_\_ Applicant's work experience.

\_\_\_\_\_ Inquiry into actual convictions. Note: If conviction record is declared, this is not automatically a reason for rejecting the applicant. This should be discussed with the EO/AA Officer.

\_\_\_\_\_ Any inquiry relating to arrests. Ask or check into a person's arrest, court, or conviction record if not a bona fide qualification.

\_\_\_\_\_ Where required by Regents Rules, names of applicant's relatives already employed by ULM

\_\_\_\_\_ Name or address of any relative of adult applicant.

\_\_\_\_\_ No inquiry is acceptable.

Do you have children? If so, how old are they?

Are you married, single, widowed, divorced?

What does your spouse do for a living?

Who lives in your household?

\_\_\_\_\_ Sex of the applicant. Any other inquiry that would indicate sex.

\_\_\_\_\_ :  
About their thoughts on career vs. marriage.  
About their husband's job or career plans.  
What was your maiden name?  
If they can type, unless typing is a requirement of the job.  
What kind of childcare arrangements do you have?  
Are you planning to have a family?  
What kind of birth control methods do you use?

\_\_\_\_\_ No inquiry is acceptable  
\_\_\_\_\_ Applicant's race, color of applicant's skin, eyes, hair, etc., or other questions directly or indirectly indicating race or color. Applicant's height or weight.

\_\_\_\_\_ Applicant's address, if required for clarification purposes.  
\_\_\_\_\_ Specific inquiry into foreign addresses which would indicate national origin. Names or relationship of persons with whom applicant resides. Whether applicant owns or rents home.

\_\_\_\_\_ Upon hire can you submit proof that you are legally eligible to work in U.S.?  
\_\_\_\_\_ : Birthplace of applicant. Birthplace of applicant's parents, spouse, or other relatives. Requirement that applicant submit a birth certification, naturalization or baptismal record before employment. Any other inquiry to indicate or identify nationality or customs.

\_\_\_\_\_ Type of education and experience in service as it relates to a particular job.  
\_\_\_\_\_ Type of discharge. Any political discussion on military intervention.

\_\_\_\_\_ May only be required after hiring for identification purposes.  
\_\_\_\_\_ Request photograph before hiring. Requirement that applicant affix a photograph to her/his application.







What do you feel are your outstanding qualities?

What are your two weakest points as an employee?

If you had a problem or a complaint on your previous job, how did you handle it?

Do you think that by handling it in this way that it was successfully resolved?

Why did you like or dislike this process?

Did you get annual wage increases? How much? Did you know ahead of time how much they would be?

What kind of job security did you have? Did people ever get unjustly fired? If so, what could they do about it?

What method was used to determine the pay rate for a job?

Were your benefits "spelled out" in writing? How?

How did you go about making an important decision?

What are some of the things your company might have done to be more successful?

Why do you think we should hire you?

Where do you think the power lies in your company?

What characteristics might differentiate you from other candidates?

1. What skills and abilities do you possess that will help make you successful in this position?
2. Describe the most difficult person you have ever dealt with, and how did you respond?
3. How do you organize your time?
4. What are your major strengths and weaknesses?
5. How do you handle it when your ideas are not implemented, especially when you know they would be worthwhile?
6. Give an example of how you carefully consider your audience prior to communicating with them. What factors influence your communication?
7. Tell me about a time when effective listening skills helped you in a problematic situation.
8. Have you ever given a presentation to a group?

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8. What is your customer service philosophy?
9. Describe a time when you looked for ways to provide better service for your customers.
- 10.

Often, we want or need more information than we get when we ask a question during an interview.  
is asking follow-