

Interviewer's Checklist

This CHECKLIST is designed to assist you, the interviewer, in identifying suitable job candidates through proven interviewing techniques. It is also designed to assist you in staying within the legal boundaries set by federal and state laws for employee recruitment and hiring. Accordingly, prior to your interview, please review the "Avoiding Discrimination in the Interviewing Process" chart accompanying this checklist. Remember, as you interview each candidate, all inquiries must be clearly related to the job at issue.

Applicant's Name: _____

Date: _____

Job Interviewed for: _____

Interviewer: _____

INTRODUCTION

Personal Introduction

Explanation of your role in the hiring process (e.g. whether you make the hiring decision or a recommendation to someone else, the time frame for the hiring decision to be made, etc.)

REMEMBER:
REVIEW THE "AVOIDING DISCRIMINATION IN THE INTERVIEWING PROCESS" CHART BEFORE EACH INTERVIEW.

PROVIDE JOB INFORMATION AND ANSWER QUESTIONS

Describe the job opening for which the candidate is being considered. Be sure to tell the applicant the specific duties, requirements and responsibilities involved (preferably from a written job description), the work/shift hours, the anticipated starting date, as well as what the job pays.

You should also explain other immediately relevant personnel policies (e.g. uniform requirements, co-pay in health insurance, etc.).

Ask the candidate if he or she has any questions with regard to the position.

Inquire as to whether the applicant is still interested in the job opening.

ASK THE FOLLOWING INTERVIEW QUESTIONS

Remember that the purpose of the job interview is two-fold: 1) to gather information about the applicant which is not contained in his/her application or resume, and 2) to record your opinions of the job candidate's suitability for the job. Although you must control the conversation, the job candidate should do most of the talking.

Ask the candidate about his/her overall work/educational experience.

- What jobs has the candidate held? For how long? (Be sure to ask the reasons for any gaps in employment history.)
- What were the candidate's duties in those positions?
- Why did he/she leave each job? (Ask yourself whether the applicant will be any happier in the new position.) Ask the candidate what his or her goals are and why his or her previous job did not fulfill them.
- What special classes, courses or internships has he/she taken part in which might be useful in performing the duties of the job for which he/she applied ?

- Ask the candidate about his/her particular area of expertise.** (If the applicant does not have a particular area of expertise [e.g. the applicant has recently completed his/her education and has not yet developed one], ask the applicant the following questions about a recent project on which he/she has worked. The project can be school-related project, a hobby, a community-related project, etc.) These questions can give you some insight as to the applicant's work ethic and whether he/she needs a lot of supervision in performing his/her job.
 - What tasks does the candidate perform on an average day? Have the candidate be as specific as possible about even the most routine tasks.
 - Was the candidate supervised in performing these tasks?
 - What preparation was necessary? What tools were needed/used?

- Ask the candidate to identify a specific work-related or project-related crisis.** (Responses to these questions will give you a good idea of the job candidate's creativity and overall energy in approaching employment and may give you a good idea of the candidate's willingness to work overtime when necessary.)
 - How was situation managed?
 - What role did the applicant play in managing the crisis?
 - What was the outcome?

- Ask the candidate to describe the work environment he or she is looking for.** (Responses to these questions will give you insight into how well the candidate will fit in our company's work environment and tell you a lot about the individual's ability to cooperate on the job.)
 - Ask the candidate to describe the best and worst type of person to work with.
 - Ask the candidate the best and worst aspects of a former employment situation and ask for details.
 - Ask the candidate what, if anything, he or she would change about management at his or her last job.

- Ask the candidate if there are employment contracts or any other legal restrictions that would impair his/her ability to perform the job.**

- Ask the job candidate for a self-assessment of strengths and weaknesses.**

- Ask the candidate whether he/she has ever been disciplined or discharged from another job.** If yes, ask him/her to explain.

- Ask the candidate whether he/she has ever received a less than satisfactory ranking on any performance review.** If yes, ask him/her to explain.

- Ask the candidate if there were **particular areas of experience or qualifications that you did not explore**, that the candidate would like to expand on.

- LIST ANY OTHER QUESTIONS YOU ASK. (REMEMBER: JOB-RELATED QUESTIONS ONLY.)**
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

END THE INTERVIEW

Thank the candidate for his or her time and explain what the next step in the hiring process will be. Tell the candidate how he or she will be evaluated within the organization and how he or she will be advised of the company's hiring decision.

EVALUATE THE APPLICANT

The applicant should be evaluated immediately after the interview. Remember, the following summary of candidate qualifications may be the only meaningful record we have of the job candidate. *Fill it out carefully.*

WORK/EDUCATIONAL EXPERIENCE: How well has the applicant's overall work/educational experience prepared him/her for the current job opening? (Answer this from the applicant's resume/application and interview.)

- Very Prepared
- Prepared
- Marginal
- Not Prepared

Explain:

EXPERTISE: How well did the applicant appear to understand the duties of his/her current and former positions? How well did the applicant appear to understand the duties of the position applied for?

- Above Average
- Average
- Marginal
- Below Average

Explain:

CREATIVITY: How resourceful and creative has the Applicant been in resolving work crises/problems in a positive way?

- Very Creative
- Creative
- Marginal
- Not Creative

Explain:

ADAPTABILITY: How well will the applicant fit in to our company's work environment?

- Very Adaptable
- Adaptable
- Marginal
- Not Adaptable

Explain:

GOALS: What is the likelihood that they will be fulfilled at our company? Why didn't their previous position fulfill them?

- Very Likely
- Likely
- Marginal
- Not Likely

Explain:

ENTHUSIASM: Does the applicant demonstrate enthusiasm for his/her area of expertise and the prospect of being employed with our company?

- Very Enthusiastic
- Enthusiastic
- Marginal
- Not Enthusiastic

Explain:

JUDGMENT: Does the applicant appear to possess the intelligence and judgment necessary for the job opening?

- Very much so
- Yes
- Marginally
- No

Explain:

COMMUNICATION SKILLS: How well does the applicant express him/herself? Is he/she able to communicate clearly and concisely with poise and confidence?

- Above Average
- Average
- Marginal
- Below Average

Explain:

OVERALL POTENTIAL: Rate the applicant's potential for success at our company.

- Above Average
- Average
- Marginal
- Below Average

Explain:

CONCLUSION

Recommend employment for current opening? <input type="checkbox"/> Yes <input type="checkbox"/> No	Recommend for future consideration? <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	If yes, what position?
	Comments:

 Interviewer's Signature

 Date Completed

REMEMBER: No applicant should be hired prior to checking his/her references.

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