

Interview Topics

Topic	Unacceptable	Acceptable
Reliability, Attendance	Number of children? Who is going to baby-sit? What religion are you? Do you have pre-school age children at home? What is your marital status? Do you have a car?	What hours and days can you work? Are there specific times that you cannot work? Do you have responsibilities other than work that will interfere with specific job requirements such as travel?
Citizenship, National Origin	What is your national origin? Where are you parents from?	Are you legally eligible for employment in the United States?
For Reference Checking	What is your maiden name? What is your father's surname? What are the names of your relatives?	Have you ever worked under a different name?
Arrest and Conviction	Have you ever been arrested?	Have you ever been convicted of a crime? If so, when, where, and what was the disposition of the case?
Disabilities	Do you have any disabilities?	Can you perform the duties of the job you are applying for with or without reasonable accommodations?
Birth Date	What is the date of your birth?	If hired, can you furnish proof that you are over age 18?
Credit Record	Do you own your own home? Have your wages ever been garnished? Have you ever declared bankruptcy?	Credit references may be used in compliance with the Fair Credit Reporting Act of 1970 and the Consumer Credit Reporting Reform Act of 1996.
Military Record	What type of discharge did you receive?	What type of education, training, work experience did you receive while in the military?
Language	What is your native language? How did you learn to read, write, or speak a foreign language?	Inquiry into languages applicant speaks and writes fluently (if the job requires additional languages).
Organizations	List all clubs, societies, and lodges to which you belong. Are you a union member?	Inquiry into applicant's membership in organizations which the applicant considers relevant to his or her ability to perform the job.
Workers' Compensation	Have you ever filed for workers' compensation? Have you had any prior work injuries?	None

Religion or Creed	Inquiries into applicant's religious denomination, religious affiliations, church, parish, pastor, or religious holidays observed.	None
Gender	Do you wish to be addressed as Mr, Mrs, Miss or Ms?	None
Address	What was your previous address? How long did you reside there? How long have you lived at your current address? Do you own your own home?	None
Education	When did you graduate from high school or college?	Do you have a high school diploma or equivalent? Do you have a university or college degree?
Personal	What color are your eyes, hair? What is your weight? What is your height?	Only permissible if there is a bona fide occupational qualification.
Race or Color	Complexion or color of skin.	None

Suggested Questions for Interviewing Applicants

- How did you choose this line of work?
- What did you enjoy most about your last job?
- What did you like least about your last job?
- What has been your greatest frustration or disappointment on your present job? Why?
- What were some of the pluses and minuses of your last job?
- What were the circumstances surrounding your leaving your last job?
- Did you give notice?
- Why should we hire you?
- What do you expect from this employer?
- What are three things you will not do in your next job?
- What would your last supervisor say your three weaknesses are?
- What are your major strengths?
- How can your supervisor best help you to obtain your goals?
- How did your last supervisor rate your job performance?
- In what ways would you change your last supervisor?
- What are your career goals during the next 1-3 years? 5-10 years?
- How will working for this company help you reach your goals?
- What did you do the last time you received instructions with which you disagreed?
- What are some of the things about which you and your supervisor disagreed? What did you do?

Example Interview Evaluation Form

Candidate's Name: _____

Position: _____

Date: _____

Accomplishments:

Academic Performance - application of abilities as a student

Campus - extent and variety of leadership demonstration

Work Experience - amount and degree to which job relates

Career Progression - steady progress

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Characteristics:

Physical Impression - appearance, grooming, bearing, poise

Mental Alertness - grasp of ideas, perceptiveness, forcefulness

Initiative - ambition, aggressiveness

Maturity - stability, self-reliance, confidence

Communicative Ability - clarity, organization, forcefulness

Advancement Potential - leadership, adaptability

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Preparation for Interview:

Knowledge of Company - knows information, asks relevant questions

Knowledge of Self - understands own strengths and weaknesses

Knowledge of Employment Objectives - choice is realistic

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Overall Rating:

Comments:

Interviewer: _____