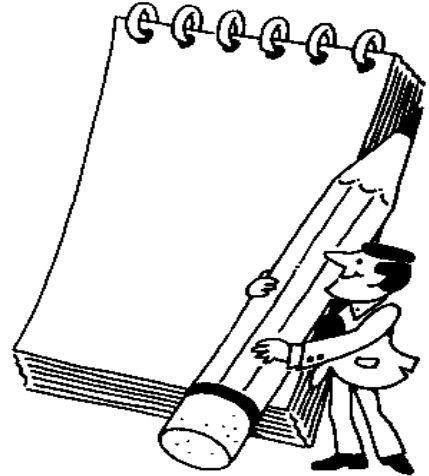


# GUIDE FOR INTERVIEWER

## **GOALS OF THE INTERVIEW PROCESS**

- ▶ Gather and assess information about applicant skills and abilities.
- ▶ Present a realistic description of the position.
- ▶ Ensure that all applicants have been treated fairly.
- ▶ Encourage a positive image of MU.
- ▶ Maintain adequate records to justify the hiring decision.



## **PREPARING FOR THE INTERVIEW**

- ▶ An interview should be as structured as possible.
- ▶ Each applicant should be evaluated according to the same criteria.
- ▶ Develop questions based on each major task and/or responsibility in the job description.
- ▶ Include open-ended questions that encourage the applicant to give descriptive answers.
- ▶ Review the application or resume.
- ▶ Take notes on areas for follow-up.



## **GUIDELINES FOR APPROPRIATE QUESTIONS**

- ▶ All questions should be job related. No questions should be personal in nature.
- ▶ Questions related to gender, age, color, race, religion, national origin, disability or convictions are inappropriate.
- ▶ Do not inquire into an applicant's marital status, parental status, or childcare arrangements.
- ▶ You may ask if he/she will have difficulty working the hours required in the job description.
- ▶ For sample interview questions, please contact your Human Resource Services representative at 882-7976.
- ▶ Refer to University Policy HR110 for additional information.
- ▶ You may also find additional information on the Missouri Commission on Human Rights website at <http://www.dolir.state.mo.us/hr/>.

