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/.