

## How to Interview and Hire Students

### Writing the Job Advertisement

**A. What are three or four specific jobs that the student will do in this position?**

- 1.
- 2.
- 3.
- 4.

**B. Are there any special skills that the student needs to already have to do the job?**

**Examples:**

Computer skills, knows how to use Excel, Word, Outlook, etc.  
Has worked with children  
Knows how to use equipment  
Customer Service Skills

**C. Are there special requirements? Specify.**

**Examples:**

Must have transportation.  
Must be available from \_\_\_\_\_ to \_\_\_\_\_.  
Weekend work required.  
Must wear business casual attire.

**Now, use the criteria above to write the interview questions.**

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### Potential Interview Questions

#### Warm-up/Icebreaker

Why did you decide to apply for this position?

OR

What interests you about this job?

#### Potential Questions to Evaluate: (use the attached sheet to rank 1 to 5)

1. Tell about your work experience, could be high school, summer job or campus job.
2. Describe a time when you took responsibility at a previous job, school event or volunteer activity.
3. What is an accomplishment you are proud of in a past job?
4. Tell us about your experience working with a team.
5. Describe your experience with problem solving. **Or**  
Tell about a situation where you were working and had to solve a problem.  
What did you do?

#### Specific to the job:

6. Tell us about your experience with (whatever is relevant to the job):
  - a. Planning events
  - b. Using large equipment
  - c. Working in a shop
  - d. Working In an Office
  - e. With Excel
  - f. Etc.

#### Specific to a job:

7. When are you available to work?
8. Do you have transportation? (if needed)

**Always consider asking the student if they have questions.**

Notes:

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### Interview Tally Sheet- Use Likert Scale Below

| Resume Evaluation                                 | Unacceptable | Acceptable | Target |
|---------------------------------------------------|--------------|------------|--------|
| Clear/Easy to Read                                |              |            |        |
| Grammer/Spelling                                  |              |            |        |
| Experience=Needs                                  |              |            |        |
| Skills=Needs                                      |              |            |        |
| Shows Leadership                                  |              |            |        |
| Evidence of Responsibility                        |              |            |        |
| <b>Totals</b>                                     |              |            |        |
| Interview Questions                               | Unacceptable | Acceptable | Target |
| 1                                                 |              |            |        |
| 2                                                 |              |            |        |
| 3                                                 |              |            |        |
| 4                                                 |              |            |        |
| 5                                                 |              |            |        |
| 6                                                 |              |            |        |
| 7                                                 |              |            |        |
| <b>Totals</b>                                     |              |            |        |
| <b>Overall Totals</b>                             |              |            |        |
| Student Name                                      |              |            |        |
| Position Interviewing For                         |              |            |        |
| Current Student Work Job                          |              |            |        |
| Current Level                                     |              |            |        |
| Resume on file at Career Center? (Level 4 and 5)* |              |            |        |
| 1= no experience/skills                           |              |            |        |
| 2= limited experience/skills                      |              |            |        |
| 3= average experience/skills                      |              |            |        |
| 4= above average experience/skills                |              |            |        |
| 5= excellent experience/skills                    |              |            |        |

\*Students cannot be hired into a Level 4 or 5 position without an approved resume on file. Please send student to Career Center if they do not have a resume on file.

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## Questions you cannot ask by Law and Alternatives:

### Nationality

1. What you can't ask: Are you a U.S. citizen, what is your birthplace or National Origin?
2. What to ask instead: Are you authorized to work in the U.S.?
3. What you can't ask: What is your native tongue?
4. What to ask instead: What languages do you read, speak or write fluently?
5. 3. What you can't ask: How long have you lived here?
6. What to ask instead: What is your current address and phone number? Do you have any alternative locations where you can be reached?

### Religion

1. What you can't ask: What religion do you practice?
2. What to ask instead: What days are you available to work?
3. What you can't ask: Which religious holidays do you observe?
4. What to ask instead: Are you able to work with our required schedule?
5. What you can't ask: Do you belong to a club or social organization?
6. What to ask instead: Are you a member of a professional or trade group that is relevant to our industry?

### Marital and Family Status

1. What you can't ask: Are you married, is this your maiden name or what is your spouse's name?
2. What to ask instead: Have you worked or earned a degree under another name?
3. What you can't ask: Who is your closest relative to notify in case of an emergency?
4. What to ask instead: In case of emergency, who should we notify?
5. What you can't ask: What do your parents do for a living?
6. What to ask instead: Tell me how you became interested in the "x".

### Gender

1. What is your gender? There is not an alternative question. You may not make this inquiry.
2. What you can't ask: We've always had a man/woman do this job. How do you think you will stack up?
3. What to ask instead: What do you have to offer our company?
4. What you can't ask: How do you feel about supervising men/women?
5. What to ask instead: Tell me about your previous experience managing teams.

### Health and Physical Abilities

1. What you can't ask: Do you smoke or drink?
2. What to ask instead: In the past, have you been disciplined for violating company policies forbidding the use of alcohol or tobacco products?
3. What you can't ask: Do you take drugs?
4. What to ask instead: Do you use illegal drugs?
5. What you can't ask: How tall are you?
6. What to ask instead: Are you able to reach items on a shelf that's five feet tall?
7. What you can't ask: How much do you weigh?
8. What to ask instead: Are you able to lift boxes weighing up to 50 pounds?
9. What you can't ask: Do you have any disabilities, handicaps, or mental conditions? What is the nature or severity of your disability?
10. What to ask instead: Are you able to perform the specific duties of this position?
11. What you can't ask: Have you had any recent or past illnesses or operations?
12. What to ask instead: Are you able to perform the essential functions of this job with or without reasonable accommodations?

### Miscellaneous

1. What you can't ask: How far is your commute?
2. What to ask instead: Are you able to start work at 8 a.m.?
3. What you can't ask: Have you ever been arrested?
4. What to ask instead: Have you ever been convicted of "x" (fraud, theft and so on)?

## How to Interview and Hire Students

IMPORTANT: ● If a candidate reveals information you are not allowed to discuss Do Not Pursue the Topic Further. ● Only ask questions that are specifically related to the job and its daily functions. <sup>1</sup>

### Resources:

1. "4 Terrible Questions Job Interviewers Should Never Ask Again "; <http://www.inc.com/jeff-haden/4-terrible-questions-job-interviewers-should-never-ask-again.html>
2. "What's Wrong with Interviews? The Top 50 Most Common Interview Problems"; <http://www.eremedia.com/ere/whats-wrong-with-interviews-the-top-50-most-common-interview-problems/>
3. "5 Really Stupid Questions from Interviewer"; <https://www.pongoresume.com/blogPosts/181/5-really-stupid-questions-from-interviewers.cfm>

### For Difficult Choices:

Refer students to the Career Center to take Focus II and Meyers Briggs. Both allow you to understand more about a student and how they operate.