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, Work, 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.
How to Interview and Hire Students

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:
### How to Interview and Hire Students

#### Interview Tally Sheet - Use Likert Scale Below

<table>
<thead>
<tr>
<th>Resume Evaluation</th>
<th>Unacceptable Acceptable Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear/Easy to Read</td>
<td></td>
</tr>
<tr>
<td>Grammer/Spelling</td>
<td></td>
</tr>
<tr>
<td>Experience=Needs</td>
<td></td>
</tr>
<tr>
<td>Skills=Needs</td>
<td></td>
</tr>
<tr>
<td>Shows Leadership</td>
<td></td>
</tr>
</tbody>
</table>

#### Evidence of Responsibility

<table>
<thead>
<tr>
<th></th>
<th>Unacceptable Acceptable Target</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Totals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interview Questions</th>
<th>Unacceptable Acceptable Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>3</td>
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<td>7</td>
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<table>
<thead>
<tr>
<th></th>
<th>Totals</th>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Overall Totals</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 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

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*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.

Version 2, 02_18_16
How to Interview and Hire Students

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.? 2.
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 you 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. 1

Resources:


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.