

# Interview Guidelines

The purpose of the interview process is to gather information in order to evaluate candidates for employment opportunities at FDU. Federal and state laws prohibit discrimination on the basis of race, color, religion, gender, age, national origin, sexual orientation, veteran status or any other protected status.

These guidelines apply whether an interview is conducted over the telephone or in person. They also apply if the interview is for an open position or for information purposes only. Use open-ended questions which elicit more than yes or no. Some examples are:

- Tell me about yourself and your last/current job/class.
- Give me an example of a time that you set a goal for yourself and explain how you went about accomplishing that goal.
- What made you apply for this job?

## **Key points to remember during the interview process are as follows:**

### **DO**

- Develop situational questions for use in the interviews for all candidates
- Review the job description for details on duties and responsibilities of job
- Ask only questions that are job related
- Ask specific, objective questions (such as...)
- To the greatest degree possible, ask the same questions to all applicants for the same job
- Ask Acceptable questions such as:  
Are you eligible to work in the US? You will need to provide documents verifying your eligibility. (statements vs. questions)
- If the employee indicates they cannot perform one or more of the job functions due to a disability, then ask what accommodations can be made that would enable you to perform these functions?

### **DON'T**

- Ask any questions that are discriminatory such as race, age, marital status, national origin, sexual orientation or any other questions that tend to reveal an individual's protected status.
- Ask for information that is not relevant to the hiring decision
- Note personal comments or any notes on the employment application or resume
- Ask if the applicant has ever been arrested. (In NJ only after the initial interview)

