

# FAIRLEIGH DICKINSON UNIVERSITY

## 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, or protected veteran status. FDU takes affirmative action in support of its policy to employ and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities and expects the following guidelines to be used in the interviewing process.

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.

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

Do:

- Develop situational questions for use in the interviews
- Ask only questions that are job related
- Ask specific, objective questions
- 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, or would you need sponsorship at some point if offered the position?
  - Are you able to perform the essential functions of the job described?
    - If not, 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 this type of personal information.
- Ask for information that is not relevant to the hiring decision
- Note personal comments or notes on the employment application or resume
- Ask if the applicant has ever been arrested.