

Accepting a job

Here's what employees said influenced their decision!

(in descending order of importance)

- **Open Communications**
- **Recognition of job's effect on personal/family life**
- **Nature of work**
- **Management quality**
- **Supervisor**
- **Opportunity to gain new skills**
- **Control over work content**
- **Job security**
- **Co-worker quality**
- **Stimulating work**
- **Job location**
- **Family-support policies**
- **Control over work schedule**
- **Opportunities for advancement**
- **Salary**
- **Access to decision makers**
- **No other job offers**
- **Management opportunity**
- **Size of employer**

Interviewing Do's and Don'ts

Do:

- Plan structured behavior-based interviews and prepare specific questions.
- Put the job applicant at ease and establish rapport.
- Use “layering” questioning technique (asking “Who, What, Why, Where, When, and How questions.”).
- Follow-up on “red flag” areas.
- Take notes.

source: DOL seminar 10/01

Interviewing Do's and Don'ts

Don't:

- Start the interview unprepared.**
- Ask probing questions or explore sensitive areas at first.**
- Ask leading questions.**
- Ask too many close-ended questions.**
- Talk too much.**
- Jump to conclusions.**
- Allow candidate to gloss over unanswered questions or important facts.**