

# HR Training

## Interviewing Guidelines

- Who Should Get an Interview
- Before the Interview
- Interview Questions
- The Interview
- Pick the Best Applicant
- Q & A

- Must have applied to the position via the UTD job site.
- Must meet the minimum qualifications of the job.
- Must not have removed themselves from consideration.
- The best qualified candidate will also meet the preferred qualifications.
- Be aware of preference status.

- Be familiar with the job posting and the job requirements
  - Have an idea of what you are looking for
  - Talk to individuals in the same or similar position
  - Consider current employee's strengths and weaknesses
- Develop interview questions that help determine if the candidate will meet your needs
  - Identify most important duties of the job
  - Consider departmental fit/culture
- Review the application and resume
  - Consider preferences (veterans, orphans)
  - Job seeker must meet minimum qualifications

1

Clear your calendar and schedule a block of time when you will not be interrupted.

2

Have an accurate position description on hand to review the specific duties with the candidate.

3

Consider any specifics or peculiarities of the position and be sure to address with the candidate. (work hours, overtime, etc).

4

Prepare your interview questions.

5

Mentally outline your own supervisory style, philosophy and team dynamic and share an overview of these qualities with the candidate.

Protected Classes	Other Subjects to Avoid
Race	Arrests and Conviction
Color	Personal Finance
Age	Organizational Affiliation
Gender	Worker's Compensation
National Origin	Marital Status
Disability	Residence/Address
Religion	Marital/Children
Military Status	Personal (name changes, height or weight, etc.)
Gender Identity	
Genetic Information	
Sexual Orientation	
Pregnancy	

Subject	You May NOT ask	You May Ask
Gender	Are you male or female?	None
Race/Color	What is your race?	None
Age	What is your date of birth? How old are you? What year did you graduate?*	If hired, can you provide proof that you are at least 18 years of age?
National Origin	What is your ancestry, national origin, descent, parentage, or nationality?	What languages do you speak or write fluently?***
Disability	Are you disabled?	Are you capable of performing the essential functions of the position with or without reasonable accommodation?
Religion	What is your religious affiliation?	None
Citizenship	Are you a US Citizen?	If hired, are you able to provide proof of eligibility to work in the US?
Sexual Orientation	Do you wish to be addressed as Mr., Mrs., Miss, or Ms.?	None

- Phone Screens
- Traditional
  - Behavioral Interview questions
  - Situational Interview questions
- Interview Panels
- Video Conference





- Tell me about a technique/procedure you utilize for \_\_\_\_\_
- Tell me about the most complex technical assignment or project you've worked on. What was your role?
- Tell me about a time when you were really busy or under a lot of pressure to finish an assignment at work. What actions did you take to ensure that the work was completely timely and accurately
- Give me an example of an assignment you worked on that showed your expertise in \_\_\_\_\_. What did you do?
- Describe the most difficult maintenance work you've done.
- What training have you received in \_\_\_\_\_ (process, function, task)?  
Can you give me an example of how you've used this training?
- We've all been in situations in which we couldn't complete everything we needed to on time. Tell me about a time when this happened to you.

1

Greet applicant.

2

Introduce yourself and others on the committee (if applicable). Make sure to explain your job and how it relates to the job they are interviewing for.

3

Discuss the flow of the interview. Describe the job and the organization.

4

Ask open-ended questions; focus questions on the requirements of the job. Take notes.

5

Ask the applicant if they have any questions.

6

Close the interview. Recap the selection process. Provide another opportunity for the applicant to ask questions.

Do's	Don'ts
Prepare an interview guide	Ask yes/no questions.
Put the applicant at ease. Break the ice.	Make assumptions.
Actively listen to the applicant. Pay attention to body language.	Criticize.
Ask probing questions to get specific answers.	Ask questions that do not relate to the job requirements.
Take notes to review later and remind you of specific details of the interview.	Don't talk too much. If there is silence after an answer, don't rush to fill it.
Ask situational questions.	Judge the applicants answers based on how you would answer or how you think they should have answered.
Ask the same/similar questions to ensure applicants have the same experience	

- *Never* hire after one interview and *always* get several opinions.
- Panel interviewers should include key stakeholders.

- Determine your question before the interview
- Notes should be as detailed as possible
- Only include the fact, refrain from including opinions
- Be careful what you document. Avoid any opinions or personal biases
- Include job-related information only
- Forward a copy of all notes to HR (including phone screen and reference notes)

- What are the University's goals/mission?
- What do you like about working for the University?
- Why should I accept an offer from this University?
- What are the next steps?
- How can I expect my future career growth to be managed?

- Your preparedness
- Your appearance
- Your interest
- The room
- Understand the process
- Impress your candidate



Traits you may look for in an applicant:

Personality	Motivation
<ul style="list-style-type: none"><li>✓ Problem-solving</li><li>✓ Flexibility and adaptability</li><li>✓ Integrity, honesty and dependability</li></ul>	<ul style="list-style-type: none"><li>✓ Ambitious</li><li>✓ Competitive</li><li>✓ Goal orientation</li></ul>
Skills	Cultural
<ul style="list-style-type: none"><li>✓ Past performance success</li><li>✓ Job skills, knowledge, and experience</li><li>✓ Communication skills</li></ul>	<ul style="list-style-type: none"><li>✓ Team Oriented</li><li>✓ Maturity and self-control</li><li>✓ Conscientiousness</li></ul>

1

Review your notes. Did the applicant's responses indicate they possess the necessary skills and fit to be successful in the job?

2

Compare notes with other interviewers.

3

Conduct reference checks. Does the reference align with the information gathered in the interview.

4

Review the application and resume for information regarding job longevity, pay history, etc.



1. True or False: It is ok if some applicants interviewed don't meet the minimum qualifications?
2. True or False: Individuals granted employment preference must be interviewed by the department.
3. True or False: Top candidates must receive an in person interview.
4. How many reference checks must be performed on the selected candidate?

