

INTERVIEW GUIDE

Job Relevance is the Key Factor. Your interview questions should be designed to determine a candidate's capability to perform the essential functions you have defined for the job. Ensure to phrase your inquiries in job-relevant language, and do not make assumptions about a candidate's abilities.

Selection Matrices: After the interview you may use the Selection Matrix Samples on the UTRGV Recruitment website to assist in the evaluation process of the candidate(s).

GENERAL INTERVIEW QUESTION GUIDELINES

Below are questions that may lead to a bias in hiring and need to be avoided, unless they are related to expected ability to perform the job.

- Affiliations: Do not ask about clubs, social organizations, or union membership; do ask about relevant professional associations.
- Age: Do not ask a candidate's age other than, "if hired," can a candidate produce proof that he or she is 18 years of age.
- Alcohol or Drug Use: The only allowable question relating to current or past drug or alcohol use is, "*Do you currently use illegal drugs?*" for positions requiring drug screening.
- Criminal Record: Do not ask if a candidate has been arrested, you may ask if the candidate has ever been convicted of a crime.
- Culture/Natural Origin: You may ask if the individual can, "upon hire," provide proof of legal right to work in the United States. You may ask about language fluency if it is relevant to job performance.
- Disability: You may ask if candidates can perform essential job functions, with or without reasonable accommodation; and you may ask them to demonstrate how they would perform a job-related function. You may ask about prior attendance records. Moreover, you may require candidates to undergo a pre-employment physical after an offer of employment has been made, if required for the job.
- Marital/Family Status: Questions about marital status and family issues are discouraged except as they relate to job performance.
- Personal: Avoid questions related to appearance, home ownership, and personal financial situation.
- Race/Color: No race-related questions are legal.
- Religion: If Saturday or Sunday is a required work day, you may ask candidates if they will have a problem working on those days.
- Sex: You may ask if a candidate has ever worked under another name. Be sure not to make gender-related assumptions about job capabilities.

EXAMPLES OF LEGAL INTERVIEW QUESTIONS

The questions below are only samples and are recommended to be used based on the specific tasks to be performed by the position. The interview questions should be different based on the level of experience and education needed for each job title.

A. GENERAL QUESTIONS

- Can you tell us about yourself?
- Tell me about a successful collaborative project you worked on in the past year. With whom did you work? What was your role? How did it turn out?
- Can you give us an example of a recent leadership challenge you have had to face in the workplace?
- How would you describe your performance at your last position?
- Why should we hire you?
- What are your strengths / weaknesses?
- How can you take advantage of your strengths? Compensate for your weaknesses?

B. EDUCATION/EXPERIENCE

- How do you think your education has prepared you for this position?
- What special aspects of your work experience have prepared you for this job?
- What specific skills acquired or used in previous jobs relate to this position?
- What area of your skills/professional development do you want to improve at this time?

C. SUPERVISORY SKILLS

- How much supervision have you typically received in your previous job?
- In your present job, what approach do you take to get your people together to establish a common approach to a problem?
- What approach do you take in getting your people to accept your ideas or department goals?

D. TIME MANAGEMENT SKILLS

- Describe a time when your workload seemed overwhelming. How did you organize/prioritize the work? What would you have done differently?
- Tell me some specific techniques you used on your last job in order to improve your organizational and time management skills.
- Tell me about a time when you had to delay finishing a task because you did not have enough information to come to a good decision.

E. SPECIALIZED SKILLS

- How did you market your new program to the intended participants? Who did you have to work with to pull it off? What happened? What, if anything, would you do differently next time? Why?
- Tell me about any work experiences that you have had that required you to use computers. What computer programs have you used? For what purposes? What is your level of competence with each of them?
- In this position, you will interact with a variety of individuals. How well do you communicate in writing and orally? Give me some examples.
- Tell me about key strengths you have in dealing with people. Can you provide a recent example of an incident in which your strengths proved to be valuable?

F. TEAMWORK

- Do you prefer working with others or alone?
- Tell me about a time when you worked most effectively as a member of a team. How successful was the group in completing the task?
- Give an example of a time when you had to take the lead with your work group to get a task done. How did you achieve cooperation with your co-workers? From other departments? Be specific.

G. CLOSING QUESTIONS

- Do you have any questions you would like to ask?
- After reviewing the job description and discussing the essential job duties, can you perform the job with or without reasonable accommodation?