

APPENDIX F

Interviewing Do's and Don'ts

DO	DON'T
1. Prepare for the interview by carefully examining the job description and the applicant's resume and/or application.	1. Make your initial review of the candidate's application/resume when she/he is sitting in front of you.
2. Familiarize yourself with EEO, non-discriminatory selection practices. Resist personal biases and reject assumptions.	2. Ask questions that do not relate to the candidate's ability to do the job.
3. Follow a written, structured interview and question format.	3. Shoot from the hip, thinking-up questions as you speak with each candidate.
4. Think of the candidate as a campus guest; make him/her feel welcome and respected; treat him/her with courtesy and dignity.	4. Forget to shake hands; overlook introducing yourself.
5. Inform the candidate that you always take notes which help remind you of the conversation.	5. Just start writing without forewarning the candidate.
6. Ask open-ended questions.	6. Accept incomplete or vague answers.
7. Let the applicant do most of the talking. Listen attentively. Allow pause/silence.	7. Monopolize the conversation; get distracted while the applicant is speaking; rush.
8. Encourage applicant to ask questions about the job and/or the organization.	8. Forget the candidate is also studying you.
9. Ask the candidate if she/he can perform the essential functions of the job.	9. Assume that the person does not need an accommodation to perform the job.