



Student Employment Interview Process

Coordination and Scheduling of Interviews

- Identify who will participate in the interviews
- Identify where the interviews will take place
- Decide the length of the interviews (all candidates should be allowed the same time)
- Schedule the interviews

Interview Preparation

- Review all application materials
- Decide which jobs/experiences are most relevant to the target job.
- Note any jobs/experiences about which you are unclear or would like more information.
- Make note of extracurricular activities and/or leadership roles.
- Select interview questions related to the skills required for the position (see list of approved interview questions in Appendix A)
- Decide what order the questions need to be asked and by what interviewer if more than one.

Interview Opening

- Greet the candidate, introduce the interviewers providing both names and positions.
- Explain the interview's purpose:
 1. To learn more about the candidate's background and experience.
 2. To help the candidate understand the position and organization.
- Describe the interview plan and purpose.
 1. Briefly provide information about the position
 2. Explain that all candidates will be asked the same set of questions and explain that the interviewers will be taking notes.

Interview Questions

1. Ask general opening questions (see list for approved opening questions—it is suggested that you select one or two depending on length of time allotted for interview)
2. Ask questions related to core competencies and Quality of Work; Customer Service; Communication, Collaboration and Problem Solving; and Leadership (see list of approved suggested workforce skill questions—it is recommended that you select one or two from each category depending on length of time allotted for interview)
3. Ask questions related to Diversity, Equity and Inclusion (see list of approved questions—it is suggested you ask one or two depending on length of time allotted for interview)



Interview Closing

1. Provide the candidate the candidate the opportunity to ask questions. (Take notes on the questions asked).
2. End the Interview. Explain next steps in selection process. (e.g. "We anticipate we will complete interviews the end of next week and will be identifying the best qualified candidate by the middle of next week). Let them know that individuals will be notified whether they are selected or not.
3. Thank the candidate for their interest in the position and taking time to interview.