



INTERVIEWING JOB CANDIDATES

**Leader's Guide, Fact Sheet
& Quiz**

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5240 INTERVIEWING JOB CANDIDATES FACT SHEET

LENGTH: 6 MINUTES

PROGRAM SYNOPSIS:

From job description to job fulfillment, the process of interviewing job candidates and hiring the right one is a responsibility that takes skill and practice. This program discusses the six components to the hiring process, including how to advertise for candidates, how to prepare for an interview and how to conduct an interview.

PROGRAM OBJECTIVES:

After watching the program, the viewer will be able to explain the following:

- How to review incoming applications for a job;
- How to prepare for a job interview;
- Which questions to ask when conducting a job interview;
- What to consider when determining who to hire.

PROGRAM OUTLINE:

INTRODUCTION

- From job description to job fulfillment, the process of interviewing job candidates and hiring the right one is quite a responsibility and takes practice and skill.
- There are six components to the hiring process: job description, job advertisement, application selection, job interview preparation, job interview techniques and job hiring or rejection.

JOB DESCRIPTION/JOB ADVERTISEMENT/APPLICATION SELECTION

- Let's start with the job description. It's important to know the duties of this position as well as the qualifications needed.
- Now, you're ready to advertise. Please consider offering your internal staff an opportunity to apply.
- Of course, you can always advertise through company career pages, staffing firms, recruiters, targeted online websites, social media trade publications or newspapers.
- Next, review the incoming applications and sort into two files: one labeled "possible" and the other labeled "no."
- The process will go faster if you immediately discard an application that arrived after the deadline, left important areas blank, contains poor grammar or lacks job qualifications.
- Now, sort the possible pile, putting the best application on top, based on skills, experience, neatness and respective credentials or licenses.
- Select a manageable number of applicants and schedule their interviews. It's also a good idea to file the good applicants that were not selected for this round.

JOB INTERVIEW PREPARATION

- The next step is to prepare for the interviews. Create a road map or agenda that will guide you through the interviewing process.
- Will your interview be structured or unstructured? Will you use open ended questions that focus on behavior? Will you use close ended or direct questions that focus on facts?
- Choose your style and write possible questions that will help you assess the fit of the candidate. Consider rehearsing your questions until it becomes natural.
- Make sure you reserve an interviewing room with appropriate equipment. Equally important is to inform the receptionist of your interview schedule.
- Today, you have several people to interview. Before they show up, please shut down all computers, phones and mobile devices so as not to interrupt the interview process.

JOB INTERVIEW TECHNIQUES

- Start on time. Introduce yourself and your title, offer bottled water and educate the candidate about your company.

- Establish rapport by being conversational, flexible, natural, curious and a good listener. Discretely look at their body language and listen to their verbal skills.
- Ensure you have a thorough understanding of the candidate's background by asking pertinent questions. Record their answers on the application or cover letter but never your opinion of the candidate.
- Here are a few of the traditional questions:
 - Describe yourself in three sentences.
 - Why are you applying for this position and leaving your present job?
 - What are your major strengths and weaknesses?
 - How do you handle pressure?
 - How do you handle working with someone you may not like?
 - Describe a time when you had to handle a difficult situation.
 - How well do you react to change?
 - What are your major accomplishments?
 - What motivates you?
 - Why should our organization hire you?
 - (If applicable) What are your salary requirements? Are you willing to travel?
- Here are questions that are more probing:
 - Share your career progression up to now.
 - What would a former coworker say of your strengths?
 - How well do you accept constructive criticism?
 - How well do you resolve conflicts with coworkers and customers?
 - What do you do when you make a mistake?
 - What makes our organization stand out from our competitors?
 - How will working here provide a link to your career goals?
 - Tell me about the best manager you ever had.
- Once you think you have a good understanding of the candidates and their attitude and abilities, ask if they have any further questions.
- Inform the candidate you will be checking references and the appropriate time you will be making a decision.

JOB HIRING OR REJECTION

- When weighing all of the in-house interviews, do not allow your personal biases to affect your opinion of the candidate.
- Also, do not reject a person based on race, religion, sex or sexual orientation, age, ancestry or national origin, marital status, disabilities, arrests, military service, height or weight, political preferences or member and social organizations. However, ensure the person is eligible to work in the United States.
- Now, it's time to check references in previous employers.
- If you're having difficulty making a decision, consider bringing your favorites back for a second interview.
- Once you make your decision and the candidate accepts the position, call or email those who were not selected. Thank them for their interest, but you have selected another candidate. Please wish them well.
- Now, it's time to start training your newest employee.

INTERVIEWING JOB CANDIDATES

ANSWERS TO THE REVIEW QUIZ

1. a

2. d

3. b

4. b

5. a

6. b

INTERVIEWING JOB CANDIDATES
REVIEW QUIZ

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. Hiring the right job candidate takes practice and skill.
 - a. True
 - b. False

2. You should immediately discard a job application that _____.
 - a. Arrived after the deadline
 - b. Left important areas blank
 - c. Contains poor grammar
 - d. All of the above

3. When asking candidates traditional questions, you should ask them to describe themselves in _____ sentences.
 - a. 2
 - b. 3
 - c. 5

4. When asking candidates more probing questions, you should NOT ask them about the best manager they have ever had.
 - a. True
 - b. False

5. You should NOT allow your personal biases to affect your opinion of a candidate.
 - a. True
 - b. False

6. Once you make your decision and a candidate accepts the position, there is no need to call or email those who were not selected.
 - a. True
 - b. False