

The Candidate

Since each individual, and each interview, is different, these points should serve only as basic guidelines, not as inflexible rules.

Meeting the Candidate

At the outset, act friendly, but avoid prolonged small talk - interviewing costs time and money.

- Introduce yourself by using your name and your title.
- Mention casually that you will make notes.
- Assure candidate that all information will be treated in confidence.

Questions

- Ask questions in a conversational tone. Make them concise and clear.
- Avoid loaded and negative questions. Ask open-ended questions which will force complete answers: "Why do you say that?" (who, what, where, when and how?)
- Don't ask direct questions that can be answered, "yes" or "no."

The Interview

You will find two columns of questions. The left hand column contains questions to ask yourself about the candidate. The right hand column suggests questions to ask the candidate. During the interview, it is suggested you continually ask yourself, "What is this person telling me about himself/herself? What kind of person is he/she?" In other parts of the interview, you can cover education, previous experience, and other matters relating to specific qualifications.

Analyzing

- Attempt to determine the candidate's goals.
- Try to draw the candidate out and allow him/her to talk.
- Don't self-interview!
- Try to avoid snap judgments.

Interviewing Guide

I. Attitude

Ask Yourself

1. Can compete without irritation?
2. Can bounce back easily?
3. Can balance interest of both company and self?
4. What are life priorities?
5. Is there a loyalty level?
6. Takes pride in doing a good job?
7. Indications of Cooperativeness—a team player?

Ask the Candidate

- ...Ever lose in competition feelings?
- ...Ever uncertain about providing for your family?
- ...How can the American way of business be improved?
- ...Do you feel you've made a success of life to date? How?
- ...Who was your best boss? Describe the person.
- ...What duties did you like most in your last job? Least?
- ...How do you feel about working with other employees?

II. Motivation

Ask Yourself

1. Is settled in choice of work?
2. Works from choice, or necessity?
3. Makes day-to-day and long range plans?
4. Uses some leisure for self-improvement?
5. Is willing to work for what he/she wants in face of opposition?

Ask the Candidate

- ...What ambition does your spouse (or others) have for you?
- ...What have you done on your own to prepare for a better job?
- ...What mortgages, debts, etc., press you now?
- ...How will this job help you get what you want?
- ...What obstacles are most likely to trip you up?

III. Initiative

Ask Yourself

1. Is he/she a self starter?
2. Completes own tasks?
3. Follows through on assigned tasks?
4. Works in assigned manner without leaving own "trademark"?
5. Can work independently?

Ask the Candidate

- ...How did you get into this line of work?
- ...Do you prefer to work alone or with others?
- ...What do you like and dislike about your kind of work?
- ...Which supervisors let you work alone? How did you feel about this?
- ...When have you felt like giving up on a task? Tell me about it.

IV. Stability

Ask Yourself

1. Is this person excitable or even-tempered?
2. Impatient or understanding?
3. Does he/she show likes and dislikes freely?
4. Does the candidate use words that show strong feelings?
5. Is the candidate poised or impulsive; controlled or erratic?
6. Will this person broaden or flatten under pressure?
7. Is the candidate enthusiastic about job?

Ask the Candidate

- ...What things disturb you most?
- ...How do you get along with people you dislike?
- ...What children's actions irritate you?
- ...What were your most unpleasant work experiences?
- ...Most pleasant work experiences?
- ...What do you most admire in others?
- ...What things do some people do that are irritating to other people?

Notes.....	Interviewing Guide														
	V. Planning														
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Your overall evaluation of the candidate:

I. Attitude: _____

II. Motivation: _____

III. Initiative: _____

IV. Stability: _____

V. Planning: _____

VI. Insight: _____

VII. Social Skills: _____