

Interviewing Students:

We would like to see supervisors interview their potential student employees either in office or over the phone. Here are some sample interview questions that may help you identify a good candidate for your position.

Attention to Detail

Have you ever found errors in your own work? How did they happen? What did you do about them? It is often said that something “slipped through the cracks.” Has that ever happened to you? Were you able to keep it from happening? How did you do this?

Decision-Making & Problem Solving

What was the toughest work-related decision that you had to make last year? What made it so difficult? It is good for each of us to know our limitations. Tell me about a time your skills were not a match for the problem you were solving.

Flexibility/Versatility

Tell me about a time you had to surmount an obstacle to reach a goal. What was the obstacle, and how did you overcome it to reach the goal?

Have you ever had an experience in which you failed to sell an idea, or gain cooperation initially, but you succeeded later? What made the difference?

Identification with the Job

What did you like best/least about your previous job?

If you were going to evaluate your own performance, what factors would you consider most important?

Initiative

What have you done to make your job easier or more rewarding?

Describe a situation where you found that you had a serious problem. What did you do to solve it?

Integrity

Give me an example of when you found it necessary to make an exception to the rules in order to get something done.

Learning Ability

How long were you on your previous job before you felt at ease with the company’s products and services?

Stress Tolerance/Coping

Under what conditions do you do your best work? Which ones do you find most difficult?

Examples of some questions you **cannot** ask:

Pre-Employment Questions Guide

<u>Subject:</u>	<u>Illegal to Ask</u>	<u>You May Ask</u>
Gender	Are you male or female?	Not allowed
Residence	Do you own or rent? Where do you live?	What is your present address
Race	What is your race?	Not allowed
Age	What is your DOB?	Proof of age?
National Origin	What is your ancestry?	Languages spoken?
Marital/Family Arrest/Convictions	What is your status? Have you ever been arrested?	Not allowed Ever been convicted?
Religion	What is your religion?	Not allowed
Disabilities	Are you disabled?	What are your capabilities?
Citizenship	What country are you from?	Are you a citizen of the USA?
Education	What are the dates you attended?	Schools attended?