

Secrets of Effective Interviewing

Topics to Avoid During the Interview Process

arrest records
child care
date of high school/college graduation
form of transportation
family plans
length of residence
loans
maiden name
place of birth
religion
social organizations
garnishments
workers compensation claims

Before the Interview

1. Review the job description and specifications.
2. Identify the specific knowledge, skills and abilities needed.
3. Prepare questions.
4. Schedule interviews (allow adequate time between candidates).
5. Select a location that would have few interruptions.
6. Review the resume/application.

Goals of the Interview Process

1. Gather all relative information.
2. Create a positive image NSU.
3. Present a realistic description of the position.
4. Describe a "Day in the Life" of the position.
5. Ask all applicants the same set of questions.
6. Communicate timely to applicants the status of the position.

For additional assistance or for a comprehensive list of Key Questions, call the Employment Office at ext. 7851 or email burdge@nova.edu.

Key Questions

1. In what way do you believe your education and training has prepared you for this position?
2. If you were hired in this job, in what areas could you contribute immediately, and in what areas would you need additional training?
3. What adjectives would your past supervisor use to describe your work style?
4. Tell me about some of the groups you've had to get cooperation from. What did you do?
5. What is your management style? How do you think your subordinates perceive you?
6. Were you ever in a situation in which you had to meet two different deadlines given to you by two different people and couldn't do both? What did you do?
7. You're on the phone with another department resolving a problem. The intercom pages you for a customer on hold. Your manager returns your monthly report with red pen markings and demands corrections within the hour. What do you do?
8. What previous job was the most satisfying and why?
9. What job was the most frustrating and why?
10. Tell me about the best boss you ever had. Tell me about the worst boss. What made it tough to work for him/her?
11. What do you think you owe your employer?
12. What does your employer owe you?
13. What are your short term and long term career goals?
14. Why should we hire you?
15. What are you most proud of?
16. What is most important to you in a job?
17. Is there anything you wanted me to know about you that we haven't discussed?
18. Do you have any questions for me?