

LBCC Human Resources

Interviewing Guidelines

Interview atmosphere

The interviews should take place in a quiet room with no distractions. A professional atmosphere should be provided (avoid eating, arguing with applicants, etc.). The room should be accessible to all, including applicants with disabilities.

How to begin

Following introductions, the search committee chair should clearly explain how the interview process will proceed.

The questions

- To assure equal employment opportunity and to more clearly compare responses, ask all candidates all of the agreed upon interview questions. Do not ask questions unrelated to the applicant's ability to perform the job (pertaining to the applicant's personal life).
- Use behavioral interview questions. Behavioral questions are those which ask the candidate to talk about how they handled similar duties and situations in their previous jobs. Behavioral interviewing is effective because past behavior usually indicates how someone will act in the future.
- For consistency and simplicity, it is recommended that each committee member have questions assigned to them.
- Follow up questions may be asked; be sure the purpose of the questions are to clarify information the candidate gave or to probe for a more complete answer.
- Provide an opportunity for the candidates to ask questions of the committee.
- Use a system of rating responses to the interview questions, developed in advance, to assist with final discussions.

Questions given to finalists in advance

Candidates may be given the interview questions a few minutes prior to the interview. However, all candidates must receive the same courtesy. Ensure that the questions are not removed from the interview room.

Attendance of search committee

Search committee members should be in attendance at all interviews in order to provide input on all candidates. If a scheduling conflict prevents a committee member from participating in all of the interviews, the member should withdraw from the committee.

Interviewing applicants with disabilities

When interviewing an applicant with a known disability, focus on the applicant's

ability to perform the essential duties of the job, and not on the disability. Questions about the disability or about any limitations caused by the disability are prohibited by the Americans with Disabilities Act (ADA). Contact HR for assistance in planning the interview. HR can assist the hiring committee with interviewing tips and techniques.

Reasonable accommodations for applicants

The search committee may be asked by an applicant with a disability to provide an accommodation for the interview. If the accommodation is readily achievable, proceed with it. If the accommodation is not readily achievable, contact HR for guidance. Do not refuse to interview an applicant based on a request for accommodation without first consulting HR.

Closing the interview

At the end of the interview, let the candidate know the time lines for the completion of the selection process and any related information. Explain that references will be checked before a position is offered, and that if the candidate needs to prepare his/her current supervisor to receive a call, now is the time.