

# Tips for Interviewing

- Prepare for the interview by reviewing materials you will use. Know the job description. The more familiar you are with the description, the more useful the interview will be in selecting an employee.
- Try to create a friendly, comfortable atmosphere. Be aware of body language - both yours and the student's. Emphasize a relaxed, conversational attitude. Use eye contact and smile. Most job applicants are a bit nervous when applying for a position, so devoting a few moments to putting the student at ease with "small talk" is often appropriate.
- Structure the interview to the functions and responsibilities of the job. Be sure you ask the questions necessary to verify that the student has the qualifications needed. Secure some basic information about the student's class schedule and work background.
- Have a written copy of the job description for the student to review. This will allow the student to organize his/her thoughts and be prepared to answer the questions posed in the interview and to formulate his/her own questions.
- After the basic information has been obtained; further questions are often necessary to determine levels of skills or degrees of talent. Encourage the student to talk by using open-ended questions such as:

Can you give me an example of . . . ?

What skills and qualifications do you have that would relate to this position?

Why do you feel you are qualified for this position?

What questions do you have about the job and its responsibilities?

After seeing the job description and hearing further explanation, what interests you about the position; what reservations do you have?

- Discuss goals and plans by using "why" questions whenever possible to help discover basic student motivation, values, or plans for the future.
- Explain the useful and necessary role of the position within the department, emphasizing that the student will be considered an integral part of the staff. It is appropriate to give information about the department, standards expected, supervisory style. Be clear about expectations and ask the student for response, questions or comments.
- Summarizing the interview will help assist the student in assessing his/her own abilities, strengths and weaknesses--it is one of the most important objectives of the interview in terms of helping the student. The student should be given the opportunity to add anything that will help in your evaluation or that will clarify any questions in his/her own mind. The supervisor should then briefly summarize the student's experience, interests, and plans in an affirming way and ask if it is a fair assessment.
- Be sure the student understands the next step in the process; that is, when you will let them know the results of the interview.