

Job Applicant Check Sheet

Instructions

The purpose of the attached form is to document your hiring decisions by providing the rationale behind your recommendation including reasons why one candidate was selected over the others that were interviewed. **Remember that you must base your interviewing and hiring decision solely on factors related to the qualifications of each individual which relate directly to the essential knowledge, skills and abilities required of the position.** This is true from the point of the initial drafting of the job description, the resume screening process, interviewing and selection.

Below are some sample "Do's and Don'ts" which you should keep in mind when interviewing and selecting candidates, and completing the attached form. We suggest you consult the Search and Screen Guidelines for a more complete review of the College's recruitment and selection guidelines.

Appropriate Interview Questions: (Open ended questions tend to generate the most information.) It is recommended that you be consistent in your interview questions. This will help you distinguish between candidates and will assist you in making your final selection.

- Describe how your past work experience and education have prepared you for this job?
- Why would you consider leaving your current position? / Why do you feel this position is a good position for you?
- Where would this position fit into your career development goals?
- Tell us about your preferred work environment?
- What do you like / dislike most about your current job?
- Why are you the best candidate for this position?
- Do you know of any reason why you would not be able to perform the essential functions of this job with or without reasonable accommodations?

Topics to Avoid:

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| • Gender and marital status | • Children | • Family Plans |
| • Child care arrangements | • Church Affiliations | • Spouse's name |
| • Maiden name | • Social organizations | • Place or date of birth |
| • Spouse's education | • Spouse's income | • Arrest record |
| • Form of transportation to work | • Religion | • Own / rent home |
| • Other languages spoken | • Race or ethnicity | • Disabilities / handicap |
| • Prior illnesses or accidents | • Hospitalizations | • H.S. graduation date |