FACILITIES SERVICES RECRUITMENT GUIDE

STEP 6: INTERVIEWS and FS INTERVIEW SUMMARY FORM

INTERVIEW QUESTIONS

Hiring Manager determines/approves interview questions.

A set of questions should be prepared prior to the interviews. The Hiring Manager or designee develops the questions so that they balance technical and interpersonal skills (e.g., communication, customer service, team interaction, etc.) that the position requires. Consider the time allowed for the interview when determining the number of questions being asked.

Prior to the first interview, determine the process to be used for asking questions.

A follow-up question may be asked if needed. It is a tool to assist the panel in getting clarification regarding the applicant’s qualifications.

To avoid asking inappropriate questions, see Fair Pre-employment Inquiries at: http://www.washington.edu/admin/hr/roles/mgr/hire/interview-select/fair-preemploy.html

INTERVIEW

Before the interview begins, each applicant is given a Reference Checking Consent & Authorization Form to review and sign, which is then collected by the panel leader. This form can be found at: http://www.washington.edu/facilities/orgrel/human_resources/resources

During the interview, each panel member must take notes and document answers. The interviewer’s hand writing needs to be legible, but don’t worry about grammar, spelling or complete sentences. What’s important is getting down what the applicant is saying about his/her experience, skills, knowledge and abilities.

At the end of the interview and after the applicant has left the room, the panel members should review their notes and share their assessment of the applicant with the rest of the panel members. The designated panel member should document this discussion and assessment. It is important that all panel members participate in the discussion and assessment. Be sure that the panel member documenting the assessment discussion is able to participate and provide feedback. He/She can ask for pauses as needed in order to share his/her comments and/or complete the entries on the Interview Summary Form. See the attached form.

While assessing the applicant, consider how well he/she demonstrated the qualifications, requirements and preferred criteria for the position.
STEP 6: Continued

FS INTERVIEW SUMMARY FORM

Assessing the applicants’ qualifications is an important part of the recruitment process. To assist in doing this, use the FS Interview Summary Form or a similar department form. Only one FS Interview Summary Form should be completed for each applicant. This form should be completed by the panel leader or designee and reflect the entire interview panel’s assessment. The completed form needs to provide enough detail so that it is clear, understandable, and makes sense to everyone, even someone who did not take part in the interviews.

The FS Interview Summary Form supports the panel’s hiring recommendation and should include the good with the bad (i.e., strengths/weaknesses).

Don’t be vague. List what the strength or weakness is and explain why it is a strength or weakness. The explanation does not need to be long, but it does need to be clear.

It is very important for the panel to review all of the information on the FS Interview Summary Form and make sure it reflects their assessment of the applicant. Everyone on the panel has equal responsibility for the contents of the FS Interview Summary Form.

The comments section is for other thoughts and impressions of the applicant (e.g., the applicant appeared very nervous; asked to have questions repeated several times; gave rambling answers; seemed unprepared; arrived late; didn’t answer the questions; had discrepancies on the resume, etc.).

All interview documents are collected and retained by the panel leader and given to the Hiring Manager after all the interviews are completed.
FS INTERVIEW SUMMARY FORM

Position Title________________________________ Requisition________________________
Department/Shop_________________________________________ Date__________________
Interview
Panel Members______________________________________________

Applicant Name______________________________________________

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Comments

Completed by____________________________________________ Date____________

FES (01/02/14)