

Interview Do's and Don'ts

What should I ask?

Each applicant should be asked the same set of questions during the interview process. Keep in mind that during the interview process, supervisors should only ask questions that are *job related*. All questions should be designed to elicit information that would support a valid hiring decision.

- **Do** ask an applicant about prior employment experiences that are relevant to the job.
- **Do** ask about an applicant's educational background experience that is relevant to the job.
- **Do** ask an applicant if they are able to perform specific job functions (taken from the job description) with or without a reasonable accommodation. If the applicant indicates that he or she can perform the job functions with a reasonable accommodation, you may ask the applicant to explain how they would perform the tasks and to specifically describe the accommodations which would be necessary.

Are there questions that I should not ask?

You should not ask questions that are not *job-related*. That prohibition applies to conversations with job applicants that take place before, during and after the formal interview. You should not ask questions that are designed to elicit private information or information that would constitute an illegal basis for a hiring decision.

- **Do not** ask questions about an applicant's race or color.
- **Do not** ask questions about an applicant's age.
- **Do not** ask questions about an applicant's national origin.
- **Do not** ask questions about an applicant's marital or parental status.
- **Do not** ask about an applicant's religious or political beliefs.
- **Do not** ask whether the applicant has ever filed workers' compensation insurance.
- **Do not** ask an applicant if they have any disability or impairments. Also, do **not** inquire as to the applicant's medical (physical or mental) history.

Additional References

In accordance with state law (Neb. Rev. Stat. §48-1104 and 48-1004), the Department prohibits discrimination against any individual with respect to hiring, compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, disability, marital status, national origin or age.

Determining the Right Interview Questions

Determine whether the applicant can transition from last job to this job. Think about differences the applicant may face in procedures, duties, organization philosophy, organization size, reporting structure, organizational structure, management style, and expectations for work hours.

Think about what characteristics in prior employees have been effective for the work to be done in this position. Ask questions to determine which applicants share those characteristics.

Ask about those traits that are important to the success of the job. Consider: reliability, trustworthiness, independence, initiative, judgment, professionalism, organization, communication skills (oral and written), punctuality, and flexibility. Ask for examples from the applicant to demonstrate these characteristics.

Compare the final list of questions to your list of necessary qualifications, abilities, and skills. Is each item covered either by application information or an interview question?