

INTERVIEWING AND SCREENING PROCESS

Once students apply for a posted position, supervisors must screen applicants and interview qualified candidates. It is advisable that supervisors go over the Student Job Description Form with the prospective employees during the interview. The employee will then know what the job entails, what the supervisor's expectations are and any other special requirements (i.e. daily coverage, etc.). This will help to eliminate any problems in the future. Please remember that there are more jobs available than there are work-study students. Student employees who know what is expected of them tend to stay in the same department year after year. It is also helpful to the students if they are hired into positions that are related to their career goals and/ interests.

When interviewing potential students employees, supervisors must ask the same set of questions of each candidate. The following are some sample interview questions that you may ask potential employees:

1. What interests you about working in this office?
2. What hours are you available to work?
3. What are your strengths/ weaknesses?
4. What qualifications do you possess for this job?
5. What do you hope to gain from working in this position?
6. Tell me about your last job. What skills did you learn that will benefit you in this position?
7. What did you like least/ most about your former job?
8. What do you know about this department?
9. What software programs are you acquainted with? (i.e. Excel, Word, Access, etc.)

You cannot ask personal questions that do not pertain to the job for which the student is applying. You cannot ask questions about age, religion, marital status, if they have children, and any other subject that may be deemed as discriminatory. If you have questions concerning what you can and cannot ask, please call 303-556-3120.

Here is a helpful table concerning questions that you can ask and questions that you cannot ask:

Acceptable	Unacceptable
Can you perform the duties of the job you are applying for?	Do you have any disabilities? Have you had any prior work injuries? Have you ever filed for worker's compensation?
Have you ever been convicted of a crime? If so, when, where and what was the disposition of the case?	Have you ever been arrested?
What hours or days can you work?	What are your child care arrangements?
Have you ever worked under a different name?	What is your maiden name?
If hired, can you furnish proof that you are over age 18?	What is your date of birth?
Do you have responsibilities other than work that will interfere with specific job duties?	How many children do you have? Are you married?
Are you legally eligible for employment in the United States?	What is your national origin? What religion are you?
Did you serve in the military? Which branch? What type of training did you receive?	What type of discharge did you receive from the military? Were you dishonorably discharged from the military?
Name and address of a person to be notified in case of an emergency?	Name and address of nearest relative to be notified in case of an emergency?