

Supervisor Chat



Ask an open-ended question which forces the interviewee to speak out.

Tips for Effective Interviewing

Prepare For Your Interview

It is important to determine the requirements of the job. If you will be interviewing several students, make sure to be consistent with your questions– write them down. Analyze the job beforehand– does the student need any technical skills? Are you looking for certain time coverage?

Some Things Are Illegal To Ask

The easiest way to avoid problems is to stick to actual work issues and avoid personal details. The point is– can the person do the job? Although an interviewer cannot ask about health issues, religion, political affiliations, if the applicant is married, has children or intends to start a family, he or she can find out what is important.

Do Reference Checks Do Any Good?

It's a mistake to assume that checking references is a waste of time. They can be surprisingly useful– in fact, some less than ideal candidates assume employers won't check and even list the bosses who fired them with just cause! Try not to ask questions that can be answered with a "yes" or "no". Ask an open-ended question which forces the interviewee to speak out. This will help you determine the candidate's communication style.

Student Employment
Cathy Taylor
Student Employment Coordinator
Phone:
219-989-4119
E-mail:
taylor@calumet.purdue.edu
The Center for Career and Leadership Development
SUL 349
Fax: 219-989-2770

For more information, including a Reference Check form and Interview Questions, visit:

www.calumet.purdue.edu/cld/employment

Spring FWS Dates:

1/9/06—5/14/06

Summer FWS Dates:

5/15/06—8/20/06