

Preparation for Interviewing a Job Candidate

The Job Description

What is the title of this position? _____

To whom does this position report? _____

To whom does this position provide support?

What is the purpose of this position?

Behavior style required for this position? _____/_____

Essential Functions:

The definition of an Essential Function, as defined by the Americans with Disabilities Act (ADA-1990)

It is a function that:

1. If it were removed, it would alter the job
2. It is normally not performed by someone else, unless they are in the same position
3. It is specialized

List the essential functions of this position

Skills - A Skill is defined as a characteristic, a trait, or learned ability that allows a person to perform an Essential Function.

What skills are required to perform the Essential Functions of this position?

_____	_____
_____	_____
_____	_____
_____	_____

The Productivity Analysis

By What Productivity Factors will you be evaluating this person?

Productivity Factor

Productivity Evaluation Standard

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Behavior Based Questions

Make sure any question you ask is a job-related question.

Behavior based questions are open-ended questions that require more than a “yes” or “no” answer. The answers give you insight into the skills of the applicant. They also give you insight into the applicant’s personality, work ethic, problem solving abilities, and suitability for the job.

Use one of the Essential Functions, of the job you listed above, to develop a Behavior based question.

Listening Skills

Body posture

Eye contact

Verbal comments

Repeating back

Paraphrasing

Asking questions