

INTERVIEW QUESTIONS GUIDE & SAMPLE INTERVIEW QUESTIONS

This is an overview of job interview questions which can be asked of candidates interviewing for the staff (faculty or management) at California State University, Bakersfield. For more regarding the recruitment selection process please refer to the CSUB Recruitment and Selection Guide or contact Human Resources for clarification.

This guide contains:

- 1. Preparation and conducting the interview pages 1 - 2
- 2. Example job interview questions pages 3 - 4

PREPARING FOR AND CONDUCTING THE INTERVIEW

Developing Interview Questions:

There are several job interview questions that might be asked. Depending on the job, what is being interviewed for, the candidate's qualifications, and the effect the interview will have on the candidate.

When preparing for an interview, the candidate should determine the desired skills and abilities necessary for the job. Determine the qualifications the candidate needs to succeed in the job. Rank these qualifications in order of importance. Use these qualifications to develop questions.

Start the interview by asking the candidate to describe the qualifications required for the position. Ask the candidate to describe the job.

Questions may be asked about related knowledge and skills, educational training (if applicable), and previous experience.

Questions that are directly related to the job can be asked. This includes:

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|-----------------------|---|
| Age | Marital Status |
| Age of dependents | Number and age of children |
| Medical Condition | Color Blindness |
| Religion | Race |
| Disability | Membership in Social or Political Organizations |
| Financial Obligations | |

For information regarding appropriate job-related interview questions please refer to the Pre-employment/Interview Inquiry Guidelines.

Conducting the Interview:

The goal is to evaluate each candidate on their potential ability to perform the job successfully.

During the interview, candidates should be engaged and actively kept in contact with the interviewer. Each candidate's qualifications should be discussed.

While each department may differ in its needs, the same questions should be asked of each candidate. If you have doubts about the candidate's qualifications, it is better to ask for clarification than to assume they are qualified.

Keep in mind the information provided about each candidate and highlight their strengths and weaknesses.

Evaluating the Candidate:

As a result of a candidate's interview, you will decide whether to hire the candidate based on their qualifications and the job requirements. You should ask candidates

EXAMPLES OF COMMONLY ASKED INTERVIEW QUESTIONS

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