Interviewing
Training
http://www.youtube.com/watch?v=AsuzCc4HGus&feature=relmfu
*Level playing field
  * It is important to keep everything equitable among all candidates
  * Ex. If a presentation is needed for the interview, don’t give one candidate 24 hours notice and another a week’s notice
  * Ask the same main questions to all candidates
    * Ask further probing questions as needed, this does not need done for each candidate
  * Do not treat a candidate differently if you already know him/her
  * Do not talk about the job on social media

*Interview process*
* Agenda sent to applicant with [New to ONU?](#) link
* Agenda, job description and application materials sent to everyone interviewing
* Don’t deviate from agenda
* HR will conduct reference/social media checks
  * Do not Google, Facebook, etc. an applicant
  * If you already friends on social media, consider de-friending. Do not communicate to the applicant about the position.

* Interview process
Phone interviews

* When phone interviewing, always fully disclose who is in the room
* If someone is late, take a minute to introduce
* If recording, ask permission before beginning the interview and then again while recording
* HR has a list of what information needs captured on the recording from both the interviewer and interviewee

* Interview process
* Once it’s time for an offer, HR will conduct reference & background checks

* Until the “ink is dry” on the contract:
  * Do not talk about the position or new hire on social media
  * Do not talk to new hire about protected information (ex. Child care)
  * Refer all questions to Human Resources

* Interview process
* Be respectful of the candidates and their time
  * Turn off both office and cell phones
  * Don’t make candidates wait, stick to the agenda
  * Don’t act like the interview is a burden for you to participate in
* While the candidates are selling themselves to you, you also need to sell ONU to the candidates

*General Interviewing Guidelines*
“Ohio Northern University does not discriminate on the basis of race, religion, national or ethnic origin, gender, sexual orientation, age or disability.”
* Cannot discriminate based on:
  * Race
  * Color
  * Religion
  * Sex
  * Age
  * Marital status
  * Veterans’ status
  * Disability
  * National origin

* Interview do’s and don’ts
*Cannot ask about:
  * Arrests
  * Medical/genetic information

* Some questions seem safe to ask but can reveal protected information
  * Ex. What organization or clubs are you or have you participated in?

*Interview do’s and don’ts*
Don’t promise anything to a candidate

* For example, do not promise they will:
  * Have a permanent job
  * Have a job as long as they perform well
  * Be here forever
  * Be promoted or that there is career advancement

*Interview do’s and don’ts*
With some positions, there are unique requirements, such as travel, that search committees need to address in an interview.

Ex. “Can you work nights and weekends?”

Aspects of health, kids, marriage, etc. do not matter if the candidate answers “yes”.

*Interview do’s and don’ts*
* Simple questions may reveal protected information
* Ex. Interviewer: “How was your trip to Ada?”
  Interviewee: “It went smoothly, my daughter’s dance recital was last night so I drove in this morning.”
* If a question is asked that reveals protected information, you can answer but don’t ask any further questions
* When in doubt, refer candidates to HR or the [New to ONU?](http://www.onu.edu) link