Interview Training
* 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 questions to all candidates
    * Ask further probing questions as needed, these can vary by candidate
  * Do not treat a candidate differently if you already know him/her
  * Do not talk about the job on social media

* 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
* On-Campus Interviews
  * Agenda sent to applicant
  * Agenda, job description, and application materials sent to everyone interviewing
  * Don’t deviate from agenda
  * HR will conduct reference/social media checks
    * Do not look candidates up online or on social media
    * If you are already friends on social media, consider a temporary block or “de-friend”.
    * Do not communicate to the applicant about the position through social media or online
  * Do not talk about the salary or hourly rate. If there are questions, refer the candidate to HR

* 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, churches in the area)
  * Refer all questions to Human Resources, especially those about the salary or rate of pay

* 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
* 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?](#) link

* Interview do’s and don’ts