

## Making a Decision

Below are some problems to test your familiarity with making a decision.

1. After you have interviewed each viable candidate you do not have to rate them before moving onto the next candidate.

TRUE  FALSE

### You are correct...

After you have interviewed each viable candidate, it is very important to rate the candidate (using your Interview Rating Scale) before the information you have received goes stale in your mind. Two hours after the interview, most people remember slightly more than 50% of what they heard, and 48 hours after the interview they remember slightly less than 20%

2. Reference checks are conducted on all interviewed candidates.

TRUE  FALSE

### You are correct...

Reference checks should be conducted only on your top 3-5 candidates (depending on your candidate pool) to streamline the hiring process.

3. An Authorization to Release form is obtained to provide legal access to former supervisors and/or official personnel folder review.

TRUE  FALSE

### You are correct...

An Authorization to Release form allows you to contact former supervisors(s) and review the OPF, if the applicant is a current or former State employee. It is a signed "permission slip" from the prospective employee to conduct these reviews.

4. The OPF must be reviewed for current and former State employees.

TRUE  FALSE

### You are correct...

The OPF must be reviewed for current and former State employees, if available.