

The Interview Answers

Below are some problems to test your knowledge of the interview. Check the answer you feel is most appropriate.

1. Determining whether or not the candidate can successfully perform the job is one of your objectives in an interview. Which of the following is another:

filling out and submitting an interview evaluation form

ensuring that the candidate is interested in the job if s/he is qualified

You are correct...

Ensuring that the candidate is interested in the job if he/she is qualified is an important interview objective. Particularly when dealing with highly qualified, hard-to-find technical candidates, you want the selected candidates to accept your offers.

offering the candidate coffee or a soft drink at the beginning of the interview

providing the candidate a private place to complete the required paperwork

2. One of the purposes of interviewing candidates is to identify the reasons they can't do the job.

TRUE

FALSE

You are correct...

If you've done a good job of pre-screening, you should already be comfortable that, at least on paper, your candidates meet the minimum job qualifications. If they do, look for the reasons *why* you *should* hire them. When you've finished with all of the candidates, the candidate with the most reasons wins.

3. One of the primary reasons for writing out your questions before an interview is so you will ask each candidate the same questions.

TRUE

FALSE

You are correct...

You are trying to determine which candidate is best qualified to perform a specific set of duties. If you ask one candidate one set of questions and another candidate a different set of questions, when it comes time to make a decision, you'll have no basis for comparison.

4. As a simple means of making the transition from small talk to the actual interview, a good question is, "What do you know about our organization?"

TRUE ___ FALSE

You are correct...

This type of open-ended question will serve as a warm-up for the candidate. It allows them to talk freely and spontaneously. When they finish, you're ready to define the interview process and enlist their cooperation and candor.

5. Taking notes immediately after a candidate makes a negative statement greatly increases your chances of getting accurate information.

___ TRUE FALSE

You are correct...

Make notes only after positive or neutral statements. Note taking immediately after negative statements greatly increases the candidate's anxiety.

6. Simulation questions are best for determining a candidate's attitudes toward life.

___ TRUE FALSE

You are correct...

Simulation questions are best for determining technical knowledge. You state the question in problem form, for example, "If this situation occurred, what would you do?" Use words like "suppose" and "assume."

7. In certain circumstances, solicitation of non-job-related information could be shown to have discriminatory intent or impact.

TRUE ___ FALSE

You are correct...

The assumption is that you will use all of the information gathered in the interview to make your decision. To avoid charges of discrimination, keep your questions related to the job requirements.