TIPS FOR REVIEWING JOB APPLICATIONS

- Trust your first impression of the applicant. Someone who is not careful enough to write a good application/resume will likely not be careful with your tasks.
- Apply the same criteria to all candidates.
- Spend a sufficient amount of time evaluating each applicant.
- Take notes while you review the applications to use during their interview or to help weed out the less qualified.
- Remember:
  - "The university is an Equal Employment Opportunity/Affirmative Action (EEO/AA) employer committed to maintaining a non-discriminatory, diverse work environment. The university does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, genetic information, or on any other basis prohibited by applicable law in any of its programs or activities." – GW EEO Statement
- When you have selected a candidate notify the other applicants that they were not selected.

TIPS FOR INTERVIEWING STUDENTS

Interviewing students is a lot different from interviewing full-time staff employees. Many are coming with minimal experience, so you may have to look past experience to determine if they will be a good fit with the office and if they have the aptitude to learn the skills required for the position.

Before you begin asking questions take a few minutes to tell them about your department and how the position is essential to the success of your team.

Sample Interview Questions:

- What are you studying and why? This helps the student get comfortable and you can get a sense of their story and/or career goals.
- Why are you interested in this position? You will be able to determine if the student really wants to work with your department beyond just a pay check.
- Why do you feel you are a good fit for this position? You will be able to see what their skills are and if they have a good sense of job duties.
- What extracurricular/volunteer activities are you or have you been involved in and why? While some students do not have specific work experience, they do have experience in important roles outside of the classroom and work place. You will be able to see how well rounded the student is, their potential for success, and how they can articulate what they have to offer.
- Describe a challenge in school or at work that you had to overcome and how you did it. This will show you how determined the student is in succeeding and how they will manage difficult situations in the work place.
- Share a time when you have had to manage multiple tasks at one time. You will be able to see how organized the student is and how they prioritize tasks.
- How would you respond to an upset student/parent/faculty member/customer, if available given an example? The student should know how to respond appropriately without your guidance, but also know when to ask for help.