



## Interviewing Student Job Applicants

### Interview Steps:

- **Scheduling:** Contact the student by phone or email using the information provided on the student's job application. Identify the position you are calling/emailing about and give the student 2-4 possible time slots for the interview. Explain the anticipated length of the interview, as well as any preparation the student should do before then.
  - If you email or leave a voice message for the student, make sure to give a deadline for getting back to you. For instance, you may say in your email or message that you need to hear back from the student regarding the interview scheduling within two business days in order to accommodate them into your interview process.
- **During the interview:** Provide a brief description of the job, and work conditions. Make sure to ask all applicants the same basic questions. Do not feel constrained to those questions if others arise; however keep in mind that a consistent interview process will produce the best, fairest, results.
- **End of interview:** Let students know before ending the interview that they will receive further communication by email or phone as the process moves forward. Please note: students who aren't hired (and are marked as 'Send Email' in the application portal) will receive an email from the OSE once you fill the position letting them know they weren't selected.

### Possible Interview Questions:

- Have you read the job description for this position, and are you comfortable performing the duties in the work environment that was indicated?
- What days/hours are you able to commit to working in this position? Can you commit to X number of hours per week?
- What interested you in this position? What do you hope to learn from this position?
- Have you ever worked in this type of role before, informally or formally?
- Explain a situation where you worked independently in order to achieve a goal.
- If you had to describe yourself as an employee in three words, what would you use?
- If you had to think of a weakness of yours when it comes to work, what would it be?

### What not to ask:

- Anything relating to the following: sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics.