

Hire Right Training

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Checklist for Reviewing Resumes / Applications

Before You Start:

- What job are you hiring for? Review the job description, note the requirements for the position and think about attributes and skills that an ideal candidate would possess.
- Figure out how many applicants we have for the position, and how many candidates would be appropriate to schedule for interviews.

Begin:

- Sort candidates as you review. Typically use a “three tier system” for initial screening 1. High potential 2. Maybe’s, and 3. No-Way.
- Have a system for sorting the “maybe’s” so you can grab some of the one’s you thought were border line “high potential” candidates.
 - Ignore the applicant’s name, address or personal information to limit subconscious biases.
 - Check work experience for applicability to the position for which they are applying, length of time in each position, promotions or awards received, reason for leaving each position.
 - Note gaps in employment (may not be for negative reasons).
 - Check educational background for qualifications necessary to successful job performance.
 - Note special skills

Create a list of people to call for Initial Phone Screening.

After Initial Phone Screening, schedule either longer phone interviews or on-site interviews.

Initial Phone Screening

Position Interviewing For:	
Interviewer's Name:	
Interviewer's Position:	
Date	
First Introduce Self and Describe Position	
Do you remember applying for the role? What about the role attracted their attention?	
How is their job search going and where do we rank as a potential employer?	
What experience do you have, or why do you think you'd make a good fit for our team?	
Ask another question relevant to the role.	
Tell them we're just doing initial phone screenings right now and close the call. If interested in hiring, ask a few more questions about when they could start and anything else you think is relevant.	

The Interview – Behavior Interview Questions

(Sample questions for the second interview)

1. Give me an example of a time when you had to go above the call of duty in order to get a job done.
2. What did you do in your last job to contribute toward a teamwork environment? Be specific.
3. Think of a day when you had many things to do and tell me how you scheduled your time to accomplish as many of things as possible. How do you prioritize your work? How do you deal with deadlines?
4. Tell me about a time that you had to confront your boss on something that was important to you.
5. Tell me about a time that you had to go out of your way to please your boss or a customer.
6. Everyone from time to time makes a wrong decision. Tell me how you handled a situation where you made the wrong decision.
7. In the past how did you provide support if a co-worker asked for it?
8. Tell me about a time that you had to confront one of your co-workers because they were not doing their share of the workload
9. Give me an example of a time in which you had to use your fact-finding skills to gain information to solve a problem.
10. Give me an example of an important goal, which you have set in the past and tell me about your success in reaching it.
11. Describe the most creative work-related project or task, which you have carried out.
12. Describe a time when you had to deal with a difficult customer. What did you do?

The Interview - Legal Questions Chart

Topic	Legal Questions	Discriminatory Questions
Sex	None	Are you male or female?
Age	If hired, can you offer proof that you are at least 18 years of age?	How old are you? What is your birthdate?
Arrests or Convictions of a Crime	Have you ever been convicted of a crime? You must state that a conviction will be considered only as it relates to fitness to perform the job being sought.	Have you ever been arrested?
Citizenship or Nationality	Can you show proof of your eligibility to work in the U.S.? Are you fluent in any languages other than English? You may ask the second question only as it relates to the job being sought.	Are you a U.S. citizen? Where were you born?
Family Status	Do you have any responsibilities that conflict with the job attendance or travel requirements? Must be asked of all applicants	Are you married? What is your spouse's name? How many kids do you have? What does your family look like?
Race	None	What is your race?
Religion	None You may inquire about availability for weekend work.	What is your religion? Which church do you attend? What are your religious holidays?
Residence	What is your address?	Do you own or rent your home? Who resides with you?
Disability	Are you able to perform the essential functions of this job with or without reasonable accommodation? Show the applicant the position description so he or she can give an informed answer.	Are you disabled? What is the nature or severity of your disability?