



How to Interview an Employee

Interviewing Tips

- A candidate should be treated the way you want to be treated. A warm, friendly manner will set the candidate at ease and make the interview go more smoothly.
- Thoroughly describe the position and responsibilities. Review the job description and hours of the job.
- Asking open ended questions encourages more than a yes or no answer
- Always allow the person a chance to ask questions
- Always thank the person for their time
- Always allow the person to ask questions

Good Interview Questions

- What kind of experience do you have?
- What skills do you have that would help you here?
- What are you looking for in a job?
- What motivates you to do your job well?
- Are you able to perform the essential functions of the job?

Things Not to Ask

- Are you married?
- Do you have children? Are you planning more?
- Are you dating anyone?
- Have your wages ever been garnished?
- Do you have a disability?
- How often do you drink?
- What is your religion?

Employee Protections & Discrimination Laws

- Age
- Disability
- Race
- Religion
- National Origin
- Sex
- Pregnancy
- Diversity
- Harassment

- Drug Testing
- Polygraph Testing
- Sexual Harassment

Hiring the Employee

- Agreement about hours and rate of pay
- W-4 for taxation purposes
- I-9: IRS form to show work eligibility
- Social Security Card

Employer/Employee Relationship

- Communication
- Clear, honest, fair
- State expectations
- Retention
- Turnover is costly and time consuming
- Appreciation for good work is key; specific, sincere, timely
- Performance Reviews
- Time for both sides to review and clarify
- Communicate goals and expectations
- Delivering Negative Feedback
- Be constructive
- Give specific examples of how to improve
- Misconduct
- Late or absent
- Failure to follow rules or complete work
- Progressive Discipline
- Verbal
- Written
- 30 day notice
- Termination

Other Items

- Safety Guidelines – see OSHA handout
- Unemployment – starts at 3.25% of wages for new employers. After 2 years, the state adjusts that percentage based on usage. If you have not had a lot of turnover, the number will go down. If there was a lot of turnover, the number will go up.
- Workers' Compensation – Workers' Compensation insurance is purchased to protect employees who may be hurt on the job.