



RECRUITING AND
INTERVIEW
RESOURCE
GUIDE



Job Analysis

Analyzing the tasks to be done, defining the role, and creating a job description is the first step in the selection process.

What is analyzed?

- **Tasks:** what will be done and how often
- **Requirements:** What is required to perform the tasks
- **Equipment:** The tools and equipment necessary to complete tasks. This includes special clothing.
- **Work environment:** Determine if it is hazardous, industrial, office, etc.

Once a position is analyzed, the information is used to create a job description. The description should also include the job title and the department the position falls under.

Job Description

The job description is the framework for hiring, interviewing and managing the new hire.

The Interview

The interview is critical in determining if the candidate is a right fit for the organization.

Types of Questions:

- **Job history:** Ask about skills and past jobs. Discover why a job was left.
- **Salary:** Discover the salary expectations and how they compare to current earnings.
- **Travel and relocation:** Is the candidate willing to do either if necessary.
- **Goals:** Find out if the candidate's goals match the organizations.
- **Strengths and weaknesses:** Find out about the candidate
- **Start date:** Find out when he or she can begin.

Job Description

Job Title _____		
Department _____	Supervisor _____	
Starts _____	Expires _____	PT _____ FT _____
Non-Exempt _____	Schedule _____	Seasonal _____

Company Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

(Example statements below)

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team member on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and supervisors.

Position purpose

(General comments regarding the overall objective of the position)

Responsibilities/Duties/Functions/Tasks

(List of essential responsibilities and essential duties which must be completed in achieving the objective of the position)

Qualifications

(Minimum required education, educational and experience qualifications, required previous or self-acquired knowledge, equipment knowledge, computer proficiency, writing, reading, speaking and listening, etc.)

Special Position Requirements

(Additional written any travel, security, etc. based on relevant position conditions which apply to the position)

Preferences

(Additional written preferred conditions for the position which are not absolutely required to the minimum qualifications i.e., shift, equal opportunity, [age](#), [religion](#), [sex](#))

Work Requirements

(Additional written work requirements for travel, physical, or other important issues which relate to the job)

Do's:

- ✓ Use the job description to prepare questions related to the job
- ✓ Ask open ended questions to assess prior experience
- ✓ Ask questions directly related to the ability to perform the job
- ✓ Allow the candidate to ask questions

Don'ts

- ✓ Don't talk too much. Ask a question and allow the candidate to answer
- ✓ Don't ask off limit questions: religion, age, race, children, etc.

Sourcing Candidates

Options:

- Word of mouth and personal referrals
- Social media: Facebook, Instagram
- Advertisements: newspaper, radio, local publications
- Organizations
- Online job boards
- Schools, career fairs, training programs
- Temporary Employment agencies



Applications:

How will the organization accept applications?
Formal vs Informal
Paper application vs online

Traditional Interviews

Typical Questions:

- Tell me about yourself.
- Why are you interested in working here?
- What are your goals in life?
- Why should I choose you?
- What are your strengths/weaknesses?
- Are you interested in a long-term position?
- What salary are you looking for?
- Do you have any questions?

Behavioral Descriptive Questions

Behavioral descriptive questions are used to learn about a candidate's past experiences and what type of impact they will have on future performance. A common example of a behavioral descriptive question is "Tell me about a time you took initiative"

STAR:

- **Situation:** Candidates need to fully, but concisely, explain the circumstances of the situation.
- **Task:** Make sure they explain the tasks they completed or problems they addressed.
- **Action:** What course of action was taken and why?
- **Results:** What were the results of the action?



Example: Tell me about a time when you had to work with others to solve a problem.

Illegal Questions



Appendix

INTERVIEW GUIDE

Applicant Name _____ **Date:** _____

Interviewer Name _____

BACKGROUND REVIEW QUESTION

CHOOSE FROM THE LIST, ADD PERTINENT QUESTIONS

Tell me about yourself?

Please tell me about your experience?

What experience do you have in (tie it to the job being interviewed for)

Why this position?

Why Agriculture?

Circle Your Rating Below:

Less than Effective	Effective			Highly Effective
1	2	3	4	5
<ul style="list-style-type: none">The candidate was not prepared to talk about past experience. Rambled with answers, were not concise and easy to follow. Candidate may have talked too much.		<ul style="list-style-type: none">The candidate was prepared to talk about experience. Offered some backWhyground, but did not go into enough detail		<ul style="list-style-type: none">The candidate did an outstanding job of talking about past experience and related that experience to why they wanted to apply for this position with this company.

IDENTIFY 4-6 INTERVIEW QUESTIONS TO ASSESS SPECIFIC SKILLS OR EXPERIENCE SOUGHT

Q1

Q2

Q3

Q4

Q5

Q6

Evaluate each answer based on the rating scale

Circle Your Rating Below:

Less than Effective		Effective		Highly Effective	
1	2	3	4	5	
<ul style="list-style-type: none"> The candidate does not demonstrate the ability to take initiative without prompting or specific guidance from others. 		<ul style="list-style-type: none"> The candidate demonstrates an ability to take the initiative while still seeking some guidance 		<ul style="list-style-type: none"> The candidate demonstrates strong evidence of the ability to initiate action without being told what and how to do something 	

Job Title:		
Department	Supervisor:	
Exempt: _____	Hours: _____	FT ____ PT ____
Non-Exempt: _____	Schedule: _____	Seasonal _____

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Position purpose

Responsibilities/Duties/Functions/Tasks

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Work Requirements