



# RECRUITING AND INTERVIEW RESOURCE GUIDE

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**Justice Leadership**

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## 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 _____	
Reports to _____	Reports to _____	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 in a team environment on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Position purpose**

(General statement regarding the overall objective of the position)

**Responsibilities/Duties/Functions/Tasks**

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

**Qualifications**

(Minimum required education, educational and experience qualifications, required proficiency in with specialized knowledge, equipment knowledge, computer proficiency, writing, reading, speaking and listening, etc.)

**Special Position Requirements**

(Optional section: any travel, security, risk, hazardous or other special conditions which apply to the position)

**Preferences**

(Optional section: preferred attributes for the position which are not absolutely required by the minimum qualifications i.e., must report supervisor **Report**, **Initiative**, **Self**)

**Work Requirements**

(Optional section: 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

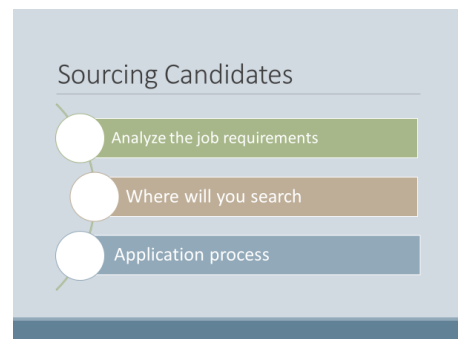
### Don'ts

- ✓ 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	
▪ 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.		▪ The candidate was prepared to talk about experience. Offered some back ▪ Whyground, but did not go into enough detail		▪ 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	
▪ The candidate does not demonstrate the ability to take initiative without prompting or specific guidance from others.		▪ The candidate demonstrates an ability to take the initiative while still seeking some guidance		▪ 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**

### **Qualifications**

### **Special Position Requirements**

### **Preferences**

### **Work Requirements**