

# Interviewing Guidelines

## General guidelines

- The same pre-determined questions should be asked of all candidates, to ensure equal treatment.
- Develop a question addressing each of the qualifications you have listed in your job posting.
- Keep questions open-ended to allow more conversation in the interview.
- Supply interviewee with a job description.
- Allow interviewee time to ask questions.

Please refer to the Human Resources webpage: “Sample Interview Questions (Form F)” document for specific examples of interview questions. General questions regarding Appropriate Interview Questions should be submitted to the AA/EO.

Go to: [https://www.uwsuper.edu/hr/forms/index.cfm#forms\\_s](https://www.uwsuper.edu/hr/forms/index.cfm#forms_s) and search for “Sample Interview Questions (Form F)” to find the listed questions.