INTERVIEW GUIDE

Please note this may be a student’s first job. Rather than focusing primarily on past experience, make sure you incorporate questions related to their skills and ambitions.

1. **Application:** Make sure your student provided the documents you requested, i.e. Resume, Cover Letter and Student Employment Application (required).

2. **Things to look for in a candidate:**
   - Confidence
   - Reliability
   - Professionalism

3. **Some common interview questions include:**
   - “Why do you want to work for us?”
   - “Where do you see yourself after you graduate?”
   - “What motivates you to do your best on the job?”
   - “What do you hope to learn from this job?”

4. **Thank you:** Thank the applicant and let them know you will follow up in a timely manner.

5. **Establish the candidate you’d like to hire:** Once you’ve narrowed down your applicant pool and established the student you’d like to hire for the job, contact them to let them know they got the job and establish a start date. Complete the New Hire/Rehire form and send them to HR to complete their paperwork.

6. **Regret Letters:** At this time you will send a general regret email to all of the applicants, including those you did not interview, who applied for the job to let them know you have completed the search and they were not selected.

*If you have any questions, contact Student Employment studentemployment@westminstercollege.edu or 801.832.2594*