



answer may be: Whatever has to do with the job you are trying to fill, but one must be careful. The ever-changing world of labor law prevents employees from asking certain questions that may appear to be job related but may also infringe upon an individual's rights if they are in a protected class. Questions related to a person's race, color, sex, religion, national origin, age, disability or handicap must be avoided.

Following is a list of common mistakes in interviewing. It may be helpful to review each of these and determine if a new approach or an adjustment is necessary to improve your interviewing skills.

### **III. Common Mistakes in Interviewing**

1. Halo effect or a situation where one single characteristic dominates our judgment of the candidate. Note that this effect can be positive or negative.
2. Interviewer bias or your own attitudes and beliefs can enter into the picture and influence your hiring decision.
3. Failure to listen is often a problem. The interviewer should be able to generate questions that urge the candidate to talk more than the interviewer. In this case the interviewer must listen in order to make an intelligent hiring decision.
4. Lack of behavioral questions.

## **IV. Avoiding Lawsuits**

wheelchair),

- (A) Do not ask how the individual became disabled.
- (B) Do not ask about the severity of the disability.
- (C) Do not comment in any way on the person's physical condition.

Questions you may ask include but are not limited to:

1. You can ask about the individual's ability to perform essential job functions.
2. You may ask about current use of illegal drugs or current alcohol use.
3. You may ask about an applicant's attendance at prior jobs, if the question is limited to days off or number of days late for any reason, and is not limited to days missed due to illness.
4. You may ask whether the individual has ever been involved in an accident on the job that injured co-workers or members of the public.
5. You may state the department's standard for attendance.

## **V. Sampling of Interview Questions**

The following is a list of questions which may prove helpful in conducting interviews:

1. Please describe the most serious challenge you faced in the classroom and how you managed that challenge. How would you change your approach if the situation presented itself today?
2. How do you deal with the heterogeneity of a classroom population? Give specific examples of your most successful, and your least successful approaches.
3. Assume that we are students and you wish to recruit us into your scholarly team for undergraduate research. We are leaving class and you have one minute to attract us to your team.
4. Imagine yourself as a University of Scranton faculty member three years into your tenure. Describe a typical week in your life and what you have accomplished to date.
5. Where will you submit your first University of Scranton grant application and what will be the title?

6. The chairperson has asked you to take an evening introductory course in the spring semester. It conflicts with your plans. What is your reaction and approach to the request?