

QUICK TIPS the Interview

Research on effective selection indicates that the best predictor of how a person will behave in the future is how the person behaved in the past using similar skills in similar situations. Thus, it is important to look for demonstrated skills or evidence that the person has successfully used the skills, knowledge, etc. that the position requires.

Decide what evaluation methods will be used to select the most suitable candidate

There are a number of methods available to allow candidates to demonstrate their skills and abilities and provide the search committee with enough information to complete an evaluation.

Methods include:

- Testing:
- A selection interview;
- samples of work;
- presentation;
- “in-basket” exercise;
- references.
-

Each of these methods should provide information / evidence on how well the candidates meet the criteria. It is useful to have criteria evaluation sheets for each of these methods so evaluation remains focused on the criteria being tested.

There may be other job-related methods of evaluation which will assist the Search Committee in fairly evaluating candidates. Usually the method of assessment is based on the nature of the qualifications to be assessed.

The Search Committee can use any method that is job-related and consistently applied so that all candidates have the opportunity to demonstrate and be evaluated on their qualifications for the job at hand.

There is no single method that will work best for all candidates or which can provide complete information to the Search Committee. Using a variety of methods provides the Search Committee with a broader range of information about the candidates.

Be aware of the effects of cultural, gender & disability differences

In order to ensure equal opportunity for designated group candidates to present or demonstrate their skills and abilities, special attention should be paid to the methods of evaluation. Most barriers to equal opportunity arise during the process of trying to fairly recognize and evaluate qualifications because of candidates' cultural, gender or disability differences. This may be seen, in differences, for example, in modes of communication, interaction, presenting one's own case in an interview situation, how one exercises leadership. While there are generalized differences between groups that need to be taken into account when assessing individuals, there is also a danger in assuming everyone in the group behaves in the same way or that the characteristics of the group apply or ought to apply to all individuals in that group. Within any cultural group,

there are many who may not share their group's values and norms, and may have more in common with members of other groups than their own. In deciding on the assessment methods, because of differences in communication and presentation styles, a variety of evaluation formats may allow a more thorough and accurate assessment of an individual's qualifications. For example, a person who shines in an interview may not necessarily be the best person for the job. Alternatively, a person who does not interview well, may demonstrate outstanding skills in a workplace setting.