



DO's

- **DO** work at making the applicant feel relaxed. You will receive a better picture of who the candidate's work ethic, knowledge, attitude, etc., if they feel at home.
- **DO** discuss memberships in **professional** organizations held.
- **DO** be aware of your communication actions, especially, nonverbal, as they can serve as unintended messaging.
- **DO** ask if the candidate is able to perform the requirements of the job description.
- **DO** inquire if the candidate is willing to work the required hours necessary to complete the job.
- **DO** be aware of your personal biases or preferences.
- **DO** ask for general references, both personal and professional.
- **DO** avoid asking closed ended questions; **DO** ask the same questions of each applicant.
- **DO** keep the interview and questions related to the job. Personal conversations can be uncomfortable for some and may lead to inappropriate conversations.

DON'Ts

- **DON'T** inquire about or comment on a candidate's name, birthplace, dress, race religion or accent.
- **DON'T** inquire about physical disabilities.
- **DON'T** fall for the *Halo* effect. This is when you as the interviewer's impression of the candidate is excessively influenced by a positive or negative factor and affects all other responses and/or actions.
- **DON'T** ask how a disability occurred.
- **DON'T** inquire about citizenship.
- **DON'T** make any inquiry that would indicate sex or sexual preference.
- **DON'T** ask about prior arrest, only convictions.
- **DON'T** ask about a candidate's willingness to work on a particular holiday.