Reviewing Applications

When making the final hiring decision, the search committee should use only job related criteria. Gathering, integrating and evaluating interview information includes identifying applicant’s specific knowledge, skills, and abilities, and judging them in the context of the job requirements. Interview evaluations, in conjunction with other information gathered during the selection process (e.g., reference checks, application responses, resume, and correspondence), should form the basis for the final decision.

The search committee should select the individual that best meets the identified job criteria. Consideration should also be given to composing a set of benchmark responses for each interview question with differentiated weights assigned to each response. This approach makes it easier for search committee members to score responses with greater reliability.

The Personnel Journal reports that in a survey of 150 executive of Fortune 100 firms, up to 33 percent of all resumes may be fraudulent or lacking in vital information. The Personnel Journal offers some tips to help you detect lies on resumes and during interviews: · Carefully note the order of the material given on the resume. What is given up-front is generally what the applicant wishes to emphasize. But what’s hidden below will be more revealing. ·

Concentrate on the most important points in the applicant’s resume. Diverting attention to too many insignificant details draws focus away from key areas. · Look for conflicting details or overlapping date. · Look for gaps in dates. It’s common for applicants who wish to cover something up to try to omit it. ·

Determining Which Applicants to Interview

The employment interview is one of the most important steps in selecting new classified employees. The interview usually is the final step in the selection process after the initial screening has been developed and administered. It is the only time before the selection decision that the selecting official or Search Committee has direct personal contact with job applicants. Therefore, it is important that the interview be conducted in a responsible and consistent manner.

Evaluating candidates for interview must be in accordance with the pre-determined selection criteria, considering only the information provided in the applications and avoiding any subjective assessment based on stereotyping or "gut feel". It is essential at this stage to ensure that illegal discriminatory choices are avoided by using objective selection criteria.