Interview Guideline

- ☑ Make Applicant feel comfortable.
- \square Show respect for the applicant.
- ☑ Explain hiring process to applicant.
- ☑ Use short, general, open-ended questions.
- × Avoid questions about race, religion, politics, child care.
- ☑ Listen!
- ✓ Always be consistent.
- ✓ Record the answers.