

## BLR's Easy Trainer: Hiring, Discipline, and Termination

### Interviewing Skills



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## Goals

- Find out about the two main styles of interviews
- Learn about the many different setups for interviews
- Review a list of precautions you should take when interviewing
- See how the ADA affects the way you handle interviews
- Learn about rating sheets

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## Interview Formats

- Two main styles of interviews
  - Traditional
  - Behavioral



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## Setting Up Interviews

Different ways of setting up interviews:

- Screening
- Multiple
- Stress
- Situational
- Targeted
- Group

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## General Interviewing Cautions

- Do not ask discriminatory questions
- Do not ask personal questions
- Do not allow false notions to influence your decision



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## General Interviewing Cautions (cont.)

- Beware of tendencies toward stereotypes
- Focus on job-related items

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