

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 5 EMPLOYEE INTERVIEWS

Page 1 or 2

General Statement of Policy

It shall be the policy of the Region of Queens Municipality to ensure that interviews for vacant or new positions shall be carried out in a fair and consistent manner.

Policy Objectives

1. To establish a guideline for the conduct of interviews.
2. To ensure that all applicants are treated fairly and, whenever possible, that interviews are scheduled during consecutive periods to facilitate the decision making process.

Policy Directions

1. Following is a general outline of the interview process:
 - (A) Introductions of both the interviewer and interviewee.
 - (B) Provide the applicant with a general outline of the position, hours of work, working conditions, employee benefits and rate of pay.
 - (C) Applicants will be questioned on their work experience, educational background and specific related questions to the position.
 - (D) Reference the Interview Questions guideline for job interviews contained in the personnel policy manual.

2. All interviewers are responsible to be aware of laws relating to questions that should not be asked during an interview such as age, place of birth, height, weight, sexual orientation, marital or family status, national or ethnic origin, race, colour, religion, social insurance number.
3. Following interviews, the reference check process is to be conducted.
4. All job applications, interview notes and any related correspondence is to be maintained on file for six months. Following the six month period, all information pertaining to the interviews, with the exception of the successful candidate, shall be destroyed.
5. All documentation and interview profiles respecting the successful applicant are to be transferred to the new employee's personnel file upon acceptance of employment.
6. All applicants shall be advised in writing whether or not they have been hired.

REGION OF QUEENS MUNICIPALITY

INTERVIEW QUESTIONS

Name: _____

Date: _____

- Introduction and Welcome.
 - Did you obtain the job description?
 - Brief opening statement by candidate.
1. *Would you outline your formal education and how it is relevant to assist with the duties and responsibilities of this position.*
 2. *We would like you to elaborate on positions you have held in the past that have given you experience to draw upon for this position.*
 3. *What do you consider to be your most noteworthy job accomplishments in the past year or two?*
 4. *What specific endeavours related to this type of employment have you undertaken? Please describe.*
 5. *What specific strengths would you bring to this position?*
 6. *Are you aware of any weaknesses you may have which would interfere with the performance of the duties of this position?*

7. *Would you tell us what you know about Queens County? What do you see as our three greatest assets or strengths?*

8. *What do you see as the challenges facing rural areas of the Province with regard to opportunities? What about disadvantages?*

9. *What do you see as the most important aspects of this position?*

10. *What do you see as your first task upon assuming this role?*

Department Head Interview

11. *This position involves various aspects of dealing with the public, as well as management of internal staff. Have you experience in any of the following and please provide examples.*
 - *Implementing and establishing goals and objectives*

 - *Budget planning and management*

12. *How many staff have you supervised in the past? What is your normal practice for disciplinary procedures? How do you handle non-performance by your staff?*

13. *What career commitment might we expect from you?*

14. *Why should we recommend you for this position?*

15. *Any questions?*

Others

- Available to start: _____
- Salary Range: _____
- Benefit Package
- Hours of Work – overtime/weekends
- References