

NEWFOUNDLAND
AND LABRADOR
REGIONAL ECONOMIC
DEVELOPMENT
ASSOCIATION

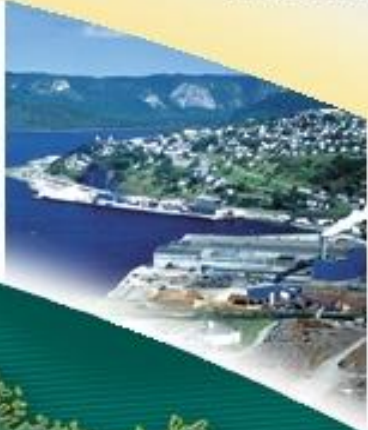


Regional
Economic
Development
Boards



Interviewing Skills 101

Elwood Regional High



Building Partnerships.
Strengthening Regions.



- Introductions
- Topics for this Work Shop
 - Job Description
 - Advertisement
 - Questions
 - Interviews
 - Reference Checks
 - Letter of Rejection
 - Employment Statement
 - Contracts
 - Legal Issues
 - Probation Period



Disclaimer

- I am NOT an expert!



Job Description

- This item can be a work shop in itself
- Include the key points
 - Job Summary
 - Main Duties
 - Employment Requirements
 - **This will be key to the Ad & interview**



Advertisement

- Several key points to keep in mind
- Name of Business
- Overview of Business
- Job Description
- Requirements
- Salary / Wage??
- Other items (Car, hours, etc)
- Closing Date
- Contact (Mail, fax, email, phone)



Applications / Screening

- Ad states a specific end date
- Place all applications in one envelope w/o reviewing them
- Date them
- Emailed applications should be printed
- Screening
 - Decide in advance what your main criteria will be i.e. Education, experience, etc
 - Review each application paying particular attention to each
 - Create three piles yes, no & maybe
 - Then review the yes pile
 - Review the Maybe pile, if needed!
 - Decide who will get the interviews based on your criteria
 - Send letters to all who were not successful at this point
 - Call successful interviewees



Interview Questions

- Interview questions really vary
- Some are very basic i.e. Education & experience
- Some include situational questions i.e. what if....
- Some get very specific and ask steps to solving a problem, dealing with an issue, etc.
- Often interviews can take more than one round. 1st round is a screening process, 2nd round gets very specific



Interviewing

- Room (s) set up
- Number of interviewers
- Number of interviewees
- Length of interviews
- Questions plus secondary interview
- Scoring Matrix



Reference Checks

- Develop questions before hand
- Call reference checks before or after interview
- Keep notes
- Report to remainder of committee
- Ask pointed questions. i.e. Have you ever had an issue with this person with handling cash? Rather than “has this person used a cash register before?”
- Not all references that are listed are necessarily going to provide Good references



Letter of Rejection

- Don't say in the interview - "We will call everyone...."
- Say – "we will only call the **successful** candidate by Friday noon...."
- In the letter be nice but to the point.
- Thank you for applying... unfortunately you were not the We will keep your application



Employment Statement vs. Contracts

- Employment Statements list the following:
 - Name
 - Date of hiring
 - Job title
 - Salary / wage
 - Conditions
 - Probation
 - Holidays / stat days / sick days (unless you have a policy manual)
 - End of Contract
- Contracts are very complicated & should consult a lawyer
- Usually don't need contracts unless you are hiring a consultant or a major position in the company i.e. president,



Legal Issues

<http://www.hoa.gov.nl.ca/hoa/statutes/h14.htm#9>

- Discrimination in employment
- 9. (1) An employer, or a person acting on behalf of an employer, shall not refuse to employ or to continue to employ or otherwise discriminate against a person in regard to employment or a term or condition of employment because of
 - (a) that person's race, religion, religious creed, political opinion, colour or ethnic, national or social origin, sex, sexual orientation, marital status, family status, physical disability or mental disability; or
 - (b) that person's age, if that person has reached the age of 19 years and has not reached the age of 65 years, but this subsection does not apply to the expression of a limitation, specification or preference based on a good faith occupational qualification.
- (2) An employer, or a person acting on behalf of an employer, shall not use, in the hiring or recruitment of persons for employment, an employment agency that discriminates against a person seeking employment because of his or her race, religion, religious creed, political opinion, colour or ethnic, national or social origin, sex, sexual orientation, marital status, family status, physical disability or mental disability, or age, where the person has reached the age of 19 years.
- (3) A trade union shall not exclude a person from full membership or expel or suspend or otherwise discriminate against 1 of its members or discriminate against a person in regard to his or her employment by an employer, because of
 - (a) that person's race, religion, religious creed, political opinion, colour or ethnic, national or social origin, sex, sexual orientation, marital status, family status, physical disability or mental disability; or
 - (b) that person's age, if that person has reached the age of 19 years and has not reached the age of 65 years.
- (4) A person shall not use or circulate a form of application for employment or publish an advertisement in connection with employment or prospective employment or make a written or oral inquiry in connection with employment that expresses either directly or indirectly
 - (a) a limitation, specification or preference as to race, religion, religious creed, political opinion, colour or ethnic, national or social origin, sex, sexual orientation, marital status, family status, physical disability or mental disability; or
 - (b) an intent to
 - (i) dismiss from employment,
 - (ii) refuse to employ or rehire, or
 - (iii) discriminate against
- a person because of age, if that person has reached the age of 19 years and has not reached the age of 65 years, but this subsection does not apply to the expression of a limitation, specification or preference based on a good faith occupational qualification.
- (5) Notwithstanding subsection 19(1), the provisions of subsections (1), (3) and (4) as to age shall not apply to
 - (a) termination of employment because of the terms or conditions of a good faith retirement or pension plan;
 - (b) operation of the terms or conditions of a good faith retirement or pension plan which have the effect of a minimum service requirement; or
 - (c) operation of the terms or conditions of a good faith group or employee insurance plan.
- (6) This section does not apply to an employer
 - (a) which is an exclusively religious, fraternal or sororal organization that is not operated for private profit; or
 - (b) in respect of the employment of a domestic employed and living in a single-family home.
- (7) The right under this section to equal treatment with respect to employment is not infringed where a judge is required to retire on reaching a specified age under the *Provincial Court Act, 1991*.
- 1988 c62 s10; [1997 c18 s2](#); [2006 c22 ss6\(1\)&\(3\)](#); [2006 c51 s2](#)
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Probation Period

- This is a period of time where the staff is on a trial period.
- This is where it is easier to let a staff go.
- You must document any issues & make sure the staff is aware of the documentation & the issue.
- Usually 60 or 90 days, some go 3 – 6 months



Questions?

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