

What Can You Ask When You Interview

As spring approaches, superintendents' thoughts turn to the annual chore of hiring a summer crew. Nobody likes to interview applicants for jobs, but antidiscrimination laws now make the task even more difficult.

Laws vary from state to state, but it is almost universally true that asking questions about religion, race, age or ethnic background is illegal. In some states, it is also illegal to inquire about marital status. Be very careful about asking even indirect questions if they might reveal information that could be prejudicial.

So what can you ask?

You are entitled to an employment history, including names and addresses of previous employers, and to details about the education the applicant has received. You may ask for dates, the names, the schools and about any diplomas or degrees received. You may also ask if the applicant ever used a different name, so you can check past employment and education records.

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You may ask for a current address and for the length of time the applicant has lived there. You may ask if he or she is a U.S. Citizen and if not, what his or her status is.

You may inquire about any physical or mental handicaps that relate directly to the applicants' performance of their duties.

You have a right to know if the applicants have ever been convicted of a crime, and if they have, you may ask where, when and about the final settlement of the case.

Continued on next page . . .

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"What Can You Ask . . ." cont.

Ask the employees if there is anything else about their job that they would like to know, or if there's anything else about their background that you should know.

When you have completed this portion of the interview, you may find it useful to ask other questions as well, to determine whether the applicant will be able to work effectively for you.

Consider these:

☆ **Describe the best and the worst boss you've ever had.** Ask yourself which you resemble the most.

☆ **What parts of your last job did you like the best?** How does that job compare to this one?

☆ **What do you consider your greatest talent? Your worst weakness?** What does that imply about the applicant's probable performance in this job?

By comparing the answers to these questions to the work situation at your course and the position you envision for this employee, you can draw some useful conclusions about how satisfactory his or her performance would be.

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Job Wanted

Name: Daniel P. Bauer

Address: 201 Myrtle St., Shelton, CT 06484

Telephone: (203) 734-0230

Age: 22 Height: 5'11"

Weight: 185 lbs. Married: No Children

Education: Graduate of McNeese State University, May 11, 1978

Degree: Bachelor of Science
Major: Horticulture

Minor Subjects: Agronomy, Biology

References: Mr. Paul O. Messner, Head Golf Professional, Country Club of Beloit, Box 538, Beloit, WI 53511

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