



A Triple Crown Event

DISTRIBUTION, TECHNOLOGY & SUPPLY CHAIN



The Foodservice Distribution CONFERENCE & EXPO



**The Foodservice Distribution
CONFERENCE & EXPO**
OCTOBER 7-9, 2007
LOUISVILLE, KY

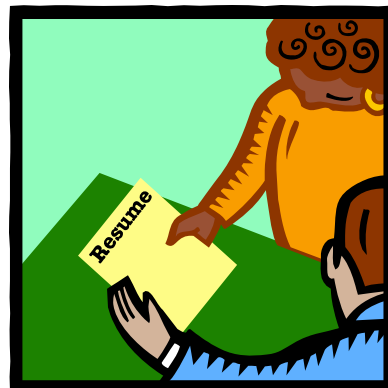


Interviewing Do's & Don'ts

UNIPRO
FOODSERVICE, Inc.
Unified Professionals In Distribution

Introductions

- Charlotte Phillips
Director of Human Resources
- Josalyn Gibson
Human Resources Manager



Skit 1



Skit 1

Review

Dos

- Listen
- Consistently ask **ALL** candidates the same questions for the same position
- Talk 15% of the time

Don'ts

- Don't ask about children, marital status, or living arrangements
- Don't assume having children equates to stop working
- Don't mention nationalities or race group in interview with other candidates

General Principles of Interviewing

- Ask Open Ended Questions
- Search for Limitations
- Press for Specifics
- Use Follow Up Techniques
- Avoid Evaluative Feedback

Skit 2



Skit 2

Review

Do's

- Put interviewee at ease
- Ask about computer competencies
- Ask about previous employment



Don'ts

- Don't make reference to age nor spouse
- Don't inquiry about nationality of last name
- Avoid derogatory comments in interview

Actions Steps of Effective Interview

1. Establish rapport with brief, casual conversation
2. Ask about work history & job relevant knowledge
3. Ask questions dealing with individual competencies that relate to the job

Action Steps cont'd

4. Explain primary duties & responsibilities of the job
5. Ask if interviewee has questions and answer them
6. Close interview
7. Evaluate interviewee immediately

Skit 3

Proper Interview



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Thanks for attending!

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