

Developing an Effective Interview Process

A List of Resources

The links listed below are to serve as points of reference to hiring departments and individuals. While the list is not exhaustive, it does provide a great deal of information and additional resources to help you successfully develop an effective interview process. As always the Office of Human Resources is available to provide support or guidance with your particular situation. Please contact us at 419-372-8421 or ohr@bgsu.edu for additional assistance.

About.com has a number of pages related to developing appropriate interview questions, crafting an interview process that helps you to secure the best candidate for the job, and describing different types of interview approaches. Some of the specific pages include:

http://humanresources.about.com/od/interviewing/a/interview_quest.htm

<http://jobsearch.about.com/cs/interviews/a/behavioral.htm>

http://humanresources.about.com/od/interviewing/a/one_stop.htm

<http://humanresources.about.com/od/selectemployees/a/hiringtips.htm>

Suggestions on how to develop effective interview questions:

<http://hrbible.com/?p=48>

From developing a variety of questions to assessing candidate responses, the following Canadian site provides interview information:

http://www.psc-cfp.gc.ca/ppc/assessment_cp2_e.htm

This worksheet may be useful when developing structured behavioral interview questions:

http://www.eeo.nsw.gov.au/merittraining/pdf/form_6_Developing_Interview.pdf

This resource packet, from the University of North Carolina at Asheville (UNCA), offers tools and suggestions to help you prepare for a successful interview process:

<http://www.unca.edu/hr/forms/employment/hiring/behaviorainterview.pdf>

- Please note that this document is written in accordance with UNCA policies. Questions or issues related to your specific situation at BGSU should be referred to the Office of Human Resources.