

Candidate Assessment Form
Human Resources
Southern Illinois University

Classification	CSN	Replacement for	% of appointment
Hiring Department	Type of Appointment <input type="checkbox"/> Permanent <input type="checkbox"/> Other _____		Interview Date(s)

- Assess each candidate according to the following: (1) possesses adaptable skills; (2) meets the qualifications; and (3) possesses superior qualifications. If you wish to make additional comments, feel free to do so.
- Indicate if the candidate is interested in the position.
- Specify decision code: (A) accepted position; (B) refused position; (C) withdrew; (D) not chosen.

Name of candidate	Knowledge	Experience	Education	Special Training	Communication Skills	Candidate Interested	Decision Code
						○ Y ○ N	
	Comments						
						○ Y ○ N	
	Comments						
						○ Y ○ N	
	Comments						
						○ Y ○ N	
	Comments						
						○ Y ○ N	
	Comments						
						○ Y ○ N	
	Comments						
						○ Y ○ N	
	Comments						
						○ Y ○ N	
	Comments						
						○ Y ○ N	
	Comments						

Interviewer's Signature _____ Date _____

Interviewing Guidelines

Employment and Affirmative Action laws on the selection process are intended to protect the rights of individuals and to ensure that employment decisions are made based on job-related factors. Certain inquiries can leave us suspect and vulnerable if an applicant files a discrimination complaint. Following are some guidelines on what may and may not be asked during a job interview.

YOU **MAY NOT** ASK:

Where were you born?
Why are you interested in this job which is traditionally male/female?
What church do you attend?
Have you ever been arrested for a crime?
Are you pregnant?
How many children do you have?
Are you planning to have children?
Do you have a babysitter?
Do you have transportation to and from work?
Are you married?
Do you plan to marry soon?
Are you the head of the household?
How old are you?
How old are your children?
What will you do if your children get sick?
Do you have any physical disabilities or handicaps?
Do you have a serious illness, a history of mental illness or any other physical or mental condition?
How many days were you absent from work last year because of illness?
Are you currently taking any medication?
How did you become disabled? *Even if the applicant has an obvious disability, do not ask how the individual became disabled or any questions about the nature or severity of the disability.*

YOU **MAY** ASK:

What was your absentee record at your prior place of employment?
Do you know of any reason why you would not be able to get to work on time and on a regular basis?
Are you available to work overtime?
If necessary, are you willing to travel for business reasons?
Are you able to perform the essential functions of this job?
Are you able to meet the attendance requirements of this job? *You may ask about attendance at prior jobs, if the question is limited to days off or number of days late for any reason, and is not limited to days missed due to illness.*
How can you perform the essential functions of this position? *If the individual has an obvious disability that may affect performance, you may ask the individual to explain or demonstrate how he or she can perform various essential functions of the job, with or without reasonable accommodation.*

If you have any doubts about the legitimacy of any interview question, please check with Human Resources BEFORE asking the question during a job interview.