

Interviewing Skills:

Do you know the do's and don'ts?

There are a number of federal laws that employers must follow when hiring employees. Generally speaking, these laws prohibit discrimination in employment decisions based on race, color, religion, sex, age, ethnic/national origin, disability, or veteran status.

The U.S. Department of Labor (DOL) and the Equal Employment Opportunity Commission (EEOC) administer and enforce these laws. Failing to comply can have significant consequences. In some instances, employers may be financially penalized.

Some topics that should be avoided in an interview:

- Age
- Arrest Record
- Bankruptcy & Credit Affairs
- Citizenship
- Disability
- Driver's License
- Educational Attainment
- Emergency Contact Information
- English Language Skills
- Height & Weight
- Marital Status/Name Changes
- Organization or Club Memberships
- Race, Color, Religion, Sex or National Origin
- Union Affiliation
- Veteran Status
- Weekend Work/Shift Changes



Behavioral interviewing is a new model of interviewing whereby employers use specific techniques to evaluate a candidate's experiences and behaviors so they can determine the applicant's potential for success.

The interviewer identifies job-related experiences, behaviors, knowledge, skills and abilities that the company has decided are desirable in a particular position. The employer then structures very pointed questions to elicit detailed responses aimed at determining if the candidate possesses the desired characteristics.

Please contact your local MBP consultant if you have any questions or would like to discuss opportunities to address your compliance efforts.

Where to turn for help

My Benefit Partners can help you understand and effectively address the laws you must follow when hiring employees. We offer advisory services that can help you:

- Develop a strategic interviewing and hiring approach
- Identify proper forms, processes and procedures needed
- Conduct training for your staff
- Determine appropriate result measurements