There are some questions that are legally considered unfair preemployment questions related to topics such as age, disability, family/marital status, citizenship, etc.

HR has sample appropriate interview questions available on the Student Employee Website under the Supervisor button which comply with these standards.

To avoid improper questions, proposed interview questions not on this list must be submitted, reviewed, and approved by HR prior to any interview to ensure questions comply with required legal standards.

Think about the traits you are looking for in the ideal employee.

Pick questions that will draw out the answers you need to know—select from standard interview question list.

Must ask all applicants the same questions.

Take notes so you can compare candidates—limit notes to facts not opinions.

Make it a professional experience