



The Guardian



Helping to Protect You from Employment Law Claims

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INTERVIEW TIPS

By: Donald C. Zavala, Jr.

In our last edition, we identified a number of different questions that an employer should not ask during an interview. In this edition, we will look at the types of questions that are permissible. The starting point for all interview

questions is that they should be directed at the job skills needed and the applicant's qualifications. Obviously, there will be different types of questions for a fork-lift operator than for a marketing manager. However, all applicants for the same position should be asked the same questions. A wise approach is to prepare your list of interview questions in advance and then use that same list of questions for all future interviews for the same position.

In preparing your questions, you should identify the skills that are most important for the position and then focus your questions on accessing those skills. You may find that you will have both specific skills that are needed (such as word processing, fork-lift operation, etc.) and general skills (such as the ability manage people, organize tasks, good work history, etc.). Listed below are a few questions from five main areas for general skills.

1. Employment History

- A. How would you rate your performance in your present job using a scale of 1 to 20 and why?
- B. What skills have you acquired in your present job that you believe make you the right candidate for this position?
- C. Describe an event in your present job that challenged your capabilities.
- D. Why do you want to leave your present job?
- E. Why do you want to work for our company?

3. Communication

- A. What type of people do you find difficult to work with?
- B. What do you think are the keys to effective communication in the workplace?
- C. How often do you like to meet with your supervisor?
- D. Are you more comfortable working as a team or independently?

2. Managerial

- A. What qualities do you possess that you believe would make you a good manager?
- B. Who do you think is the best manager you've ever had? What did you learn from him or her?
- C. How do you create an environment that fosters teamwork?
- D. How would you handle conflict between your employees?

4. Organizational

- A. How do you handle stress at work?
- B. What tasks in your present job do you consider to be a waste of time?
- C. Do you consider yourself to be efficient and why?
- D. How do you go about planning your schedule for the day?

5. Motivation

- A. What motivates you to do your best?
- B. Think of a major accomplishment in the past. What aspect of that did you find most satisfying?
- C. What are your greatest strengths and weaknesses?

In addition, all applicants should be required to complete and sign an application for employment. Among other things, that application should give the employer permission to contact prior employers. You may also want to conduct a background check on your new hires. Remember that background checks must comply with the Fair Credit Reporting Act. We will address that issue more in a future edition of The Guardian.

IMPORTANT WORKPLACE NOTICE ABOUT FIREARMS

Arizona recently adopted a new statute which expands the rights of gun owners and concealed weapons permit holders to bring firearms on to the employer's property. The new statute went into effect on September 30, 2009. The statute is known as the "Parking Lot Law" and, in general, prohibits an employer from establishing a policy that prohibits a person from lawfully transporting or storing any firearms that are locked in the vehicle or a locked compartment of a motorcycle (and are not visible from the outside of the vehicle). The new law does allow employers to designate separate parking facilities for vehicles storing firearms. For more details on this new law, please feel free to contact us.

If you would like to have someone added to our mailing list or want your name removed, please contact Bridget at 928-445-0122

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