

# REQUEST FOR OFFER OF EMPLOYMENT

>> Return to Human Resources with all supporting documentation<<

Position: \_\_\_\_\_

PIN #: \_\_\_\_\_

Department: \_\_\_\_\_

<u>ALL INTERVIEWED APPLICANTS' NAME</u>	<u>SEX</u>	<u>RACE</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

>> If more than 12 applicants, record information on reverse side.

SELECTION: FIRST CHOICE CANDIDATE \_\_\_\_\_

SECOND CHOICE CANDIDATE \_\_\_\_\_

THIRD CHOICE CANDIDATE \_\_\_\_\_

Starting Salary to be offered \$ \_\_\_\_\_  
Benefits Stipend to Be Offered if Contingent II \_\_\_\_\_

Start Date (Should be the beginning of the pay period): \_\_\_\_\_

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_

AS = Asian/Pacific Islander  
AA= African American  
H= Hispanic  
N = Native American/American India  
W = White  
O = Other

## SUGGESTED INTERVIEW QUESTIONS

**In most cases, the list of suggested questions will not be sufficient. You will likely add job-related questions. Human Resources suggest asking several questions from each appropriate category.**

### **I. EDUCATION**

- ◆ How has your education assisted you in development?
- ◆ How do you feel courses you have taken address skills needed for this job?
- ◆ What type of specialized training have you had in your field?
- ◆ What additional education or training do you feel you would need in order to stay current in your field?

These questions may be used if candidate is a recent graduate or if position is entry level:

- ◆ Why did you select \_\_\_\_\_ as the school of your choice?
- ◆ Why did you choose \_\_\_\_\_ as your major?
- ◆ What was your overall GPA? GPA in your major?
- ◆ What courses did you do best in? Why?
- ◆ What courses did you have trouble with?
- ◆ What courses did you dislike the most? Why?
- ◆ What did you like best about school?
- ◆ Do you feel your education was worthwhile?
- ◆ Would you select the same courses again?
- ◆ Who was your most effective professor and why?

### **II. WORK HISTORY**

- ◆ Describe your current/last position and tell us about your responsibilities and projects.
- ◆ Why did you leave your last position?
- ◆ Why do you want to leave your current job?
- ◆ What aspects of the job did you enjoy most? Enjoy least?
- ◆ How would your supervisors describe you?
- ◆ How would your co-workers describe you?
- ◆ How would those you supervise describe you?
- ◆ How would you characterize your interaction with your supervisor/co-workers/subordinates?
- ◆ Describe one aspect of your current/last position, which you would change if you had an opportunity to do so.
- ◆ Describe a difficult problem or obstacle you had to overcome during your current/last job.
- ◆ Give an example of a stressful situation on your current/last job and how you handled it.
- ◆ Who was your most effective supervisor and why?
- ◆ Have you ever supervised employees? What type of employees and how many did you supervise?
- ◆ What did you like most about supervising? Dislike most?
- ◆ What projects have you started on your own this year?
- ◆ What do you consider your greatest accomplishment in your current/last job and why?
- ◆ Why do you think you were successful?
- ◆ What is the single most important idea you have contributed to your current/last job?
- ◆ What are your direct supervisor's title and functions?
- ◆ What type of supervision do you have?
- ◆ Describe the reporting structure in your present job.
- ◆ With whom do you deal on a regular basis within your department and company?

## **WORK HISTORY-Continued**

- ◆ What was the most difficult task you have had to complete?
- ◆ Have you ever participated in any formalized quality programs? Describe them.
- ◆ What role did you hold as a member of team?
- ◆ Were the suggestions implemented? What were the obstacles?
- ◆ What role does quality play in your job and in the total work operation?
- ◆ What type of safety training have you had? How have you applied to your job?
- ◆ What kind of safety reviews were conducted in your work area?

## **III. PROFESSIONAL/TECHNICAL SKILLS**

- ◆ Describe the types of organizations where you have worked.
- ◆ What type of related equipment and tools have you operated? Including computer languages and programs.
- ◆ What special projects have you been involved with and what were your responsibilities?
- ◆ Describe the phases/processes used to analyze and implement one of your projects.
- ◆ What qualities would you look for if you were selecting someone to work for you?
- ◆ Do you feel you are known for technical expertise, staff management or business management and why?
- ◆ What does being a professional mean to you? Give an example of someone in your life exhibited these qualities and specifically how did they do so. How have you applied what you learned from them?
- ◆ Describe a company that uses innovative approaches to solutions.
- ◆ Give an example of someone (or an organization) that demonstrates superior customer service. Why did you select this person (or organization)?
- ◆ If you were a project manager and were meeting with your team to discuss a new project what are some things you would include on the meeting agenda?
- ◆ If an employee called describing a computer problem, what questions would you ask to determine the problem?
- ◆ Explain the culture of your ideal organization (structure, programs, politics, degree of centralization, Team-oriented vs. individual contributors, etc.)

## **IV. JOB SPECIFIC**

- ◆ What interests you most about this position?
- ◆ How did you prepare for your interview?
- ◆ What do you know about the university?
- ◆ What strengths do you bring to this position?
- ◆ If you were hiring someone for this position, what qualities would you look for?
- ◆ How do you view the role of (Position Title) within a university environment?
- ◆ What reservations should I have about hiring?
- ◆ Why do you think you would be successful in this job?

## **V. PERSONAL SKILLS**

- ◆ How would you describe yourself?
- ◆ Why did you choose to apply with Bowie State University?
- ◆ What was the best job you ever had and why?
- ◆ Do you like working as part of a team?
- ◆ What do you consider important in a job and why?
- ◆ How do you measure success?
- ◆ In what areas do you have to work the hardest?

## **PERSONAL SKILLS Continued**

- ◆ What tools and techniques do you use to organize your work and personal responsibilities?
- ◆ How do you go about making decisions?
- ◆ How have you attempted to improve your communication skills?
- ◆ Are you better at expressing yourself verbally or in writing and why?
- ◆ Are you most comfortable leading or following and why?
- ◆ If you had to give a two – minuet commercial about your self, what information would you include?
- ◆ What motivates you?
- ◆ If you are given several things to do at one time and very little time to do them all, what would you do?
- ◆ Describe your supervision/leadership style. What is effective about this style? What is ineffective?
- ◆ What is your method of resolving conflict?
- ◆ What are your career goals and aspirations?
- ◆ Describe the difference between an ethical employee and one who exhibits unethical behavior?
- ◆ What does having integrity mean to you?
- ◆ Describe the biggest change you have had to make in your life.

## **VI. OTHER**

- ◆ Is there anything you would like to add about yourself that we have not yet discussed?
- ◆ Do you understand the description of the job for which you are applying?
- ◆ What questions do you have for us about the position?
- ◆ What questions do you have for us about the university?

*BOWIE STATE UNIVERSITY*  
APPLICANT RESUME/APPLICANT EVALUATION  
PLEASE USE ONE FOR EACH RESUME

Date: \_\_\_\_\_

REQUIRED INFORMATION

APPLICANT'S NAME \_\_\_\_\_

POSITION \_\_\_\_\_

POSITION ID \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

SELECTED  REJECTED

*SPECIAL INSTRUCTIONS*

1. Criteria for evaluation must be based on the Position Vacancy Announcement
2. A minimum of four (4) essential requirements needs to be rated.
3. No qualification can be rated less than unsatisfactory/marginal.
4. Review definition of rating scheme.

*RATING SCHEME*

- 0 = Definitely Unacceptable
- 1 = Unsatisfactory/Marginal
- 2 = Satisfactory
- 3 = Very Satisfactory
- 4 = Outstanding

Application qualifications and experience rated against position needs:  
Essential requirements of work (in order of importance)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Resume/ Application  
Rating (please check one)

- |                            |                            |                            |                            |                            |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| <input type="checkbox"/> 0 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

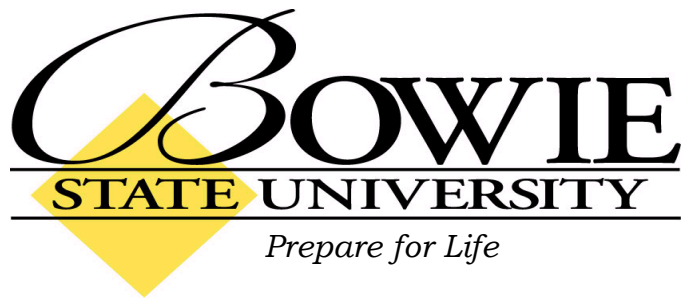
Points: \_\_\_\_\_

Reasons Applicant Not Selected for Interview:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Evaluator

Title: \_\_\_\_\_



Office of Human Resources  
Robinson Hall Building  
(301) 860-3450 Fax (301) 860-3453/3459

## APPLICANT INTERVIEW EVALUATION

Date: \_\_\_\_\_

### Suggested Process

- ◆ Select a maximum of ten (10) applicants
- ◆ Keep interview sessions of approximately 45 minutes
- ◆ Ask a minimum of six (6) questions
- ◆ Human Resources review required before questions can be asked
- ◆ Notes must be taken as part of official records

Applicant's Name: \_\_\_\_\_

Position for which Applied: \_\_\_\_\_

Position ID Number: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Bowie State University

(Position Title: )  
*Applicant Interview Questions*

Name \_\_\_\_\_

Date of Interview \_\_\_\_\_

QUESTIONS	NOTES	RATING				
1.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUESTIONS	NOTES	RATING				
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7.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11.		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## **Interviewing**

**The goals of the interview process should include selling the candidates on the Merits of the positions as well as offering a more thorough opportunity for evaluating the candidate's credentials. To make the most of the time intensive interviewing process, advance preparation on the part of the interview panel should be utilized as much as possible. The following steps are useful in preparing for interviews and conveying a sincere interest to the candidates:**

### **A. Preparation**

- 1. Be as thorough in attention to detail as possible when making arrangements for campus visits; haphazard planning communicates a lack of sincere interest.**
- 2. Confirm arrangements for campus visits as far in advance as possible, and in writing; via fax or email. The arrangements should the time of the appointment, The building and, and conference room or office number.**
- 3. Prepare a list of questions that will be posed to all the candidates. Review the Questions in advance to be certain that they do not reflect any hidden biases or assumptions.**

### **B. Conducting the Interview**

- 1. Encourage candidates to ask questions; answer them as candidly as possible.**
- 2. Take great care to not ask discriminatory or illegal questions (see appendix for A list of questions you may and may not ask a candidate.)**
- 3. Inform candidates of the process and timeline for making a decision. Ask if There are any mitigating circumstances, other offers, extended travel plans, etc. Of which the interview panel should be apprised. Offer the candidate the name And telephone number of the panel leader, in the event they may have further Questions about the position.**

## INTERVIEW RATING CODE

**TOTAL POINTS: \_\_\_\_\_**

**UNACCEPTABLE:**

**RATING: 0**

Applicant does not meet minimum requirements on this factor. The problems encountered with hiring an applicant in this category would be great. Applicant has such serious deficiency on this factor that he/she would not be able to make the adjustments needed to become a successful candidate.

**UNSATISFACTORY**

**RATING: 1**

Applicant meets just the minimum standard needed in this area. Applicant's qualifications are just barely acceptable. There are general weaknesses seen in this area but these should be able to overcome after some experience on the job.

**SATISFACTORY**

**RATING: 2**

Applicant has demonstrated adequate performance on this aspect of the interview. No serious deficiencies were evident although applicant would definitely need training in the area to become highly effective in this aspect of the job.

**VERY GOOD**

**RATING: 3**

Applicant's responses were consistently above an acceptable level of performance. Although not an ideal candidate, applicant would be highly desirable employee; he/she exceeds acceptable standards.

**OUTSTANDING**

**RATING: 4**

Applicant is definitely superior on this factor; in fact, he/she represents the "IDEAL" candidate. Applicant clearly surpasses departmental quality standards on this factor.

POST INTERVIEW EVALUATION

Attach All Interview Notes

Candidate's Name \_\_\_\_\_

Interview Date \_\_\_\_\_

QUESTION FOCUS	EVALUATION See Reverse for definitions	SUPPORTING COMMENTS (Required)
<b>I Education</b> . Degrees . Licenses . Academic Achievements	<input type="checkbox"/> OUTSTANDING/EXCELLENT <input type="checkbox"/> SATISFACTORY/AVERAGE <input type="checkbox"/> UNSATISFACTORY/POOR	
<b>II Work History</b> . Accomplishments . Relevancy . Job-specified skills . Technical/computer skills	<input type="checkbox"/> OUTSTANDING/EXCELLENT <input type="checkbox"/> SATISFACTORY/AVERAGE <input type="checkbox"/> UNSATISFACTORY/POOR	
<b>III Professional/Technical Skill</b> . Decision making . Problem solving . Project management . Responsibility	<input type="checkbox"/> OUTSTANDING/EXCELLENT <input type="checkbox"/> SATISFACTORY/AVERAGE <input type="checkbox"/> UNSATISFACTORY/POOR	
<b>IV Personal Skill</b> . Verbal & Written communication . Supervising . Team player . Flexibility . Initiative	<input type="checkbox"/> OUTSTANDING/EXCELLENT <input type="checkbox"/> SATISFACTORY/AVERAGE <input type="checkbox"/> UNSATISFACTORY/POOR	
<b>V. Job Specific or Other</b> _____ _____ _____ _____ _____	<input type="checkbox"/> OUTSTANDING/EXCELLENT <input type="checkbox"/> SATISFACTORY/AVERAGE <input type="checkbox"/> UNSATISFACTORY/POOR	



*Prepare for Life*

Office of Human Resources  
Robinson Hall Building  
(301) 860-3450 Fax (301) 860-3453

**REFERENCE CHECK FORM**

CANDIDATE: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Business Name Contacted: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

1. Position Held: \_\_\_\_\_

2. Dates Employed: \_\_\_\_\_ Salary: \_\_\_\_\_

3. Comments On the Following (Provide detailed responses):

A. Job Knowledge & Skills: \_\_\_\_\_

B. Work Quality/Accuracy: \_\_\_\_\_

C. Communication Skills: \_\_\_\_\_

D. Working relationship with peers? \_\_\_\_\_

Supervisor: \_\_\_\_\_

E. Judgment/Decision Making: \_\_\_\_\_

F. Attendance: \_\_\_\_\_

G. Management/Supervisory Skills (if applicable): \_\_\_\_\_

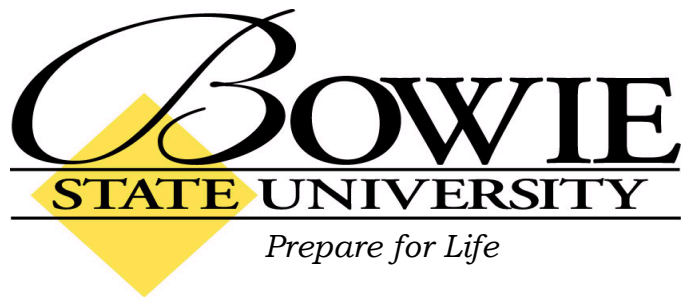
4. Reason for Leaving: \_\_\_\_\_

5. Would you Rehire? Yes  No

If no, why? \_\_\_\_\_

Comments: \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_



Office of Human Resources  
Robinson Hall Building  
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### Reference Sheet

APPLICANT'S NAME: \_\_\_\_\_ DATE \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

#### EMPLOYMENT REFERENCES:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_