

EMAIL INTERVIEW TOOL

An email interview tool is recommended as an expedient way to 'interview' large pools of candidates who are applying for custom title positions.

Attached is a sample email interview tool that was used for an HR Associate recruitment. As a guideline, you should limit questions to no more than 6 questions and each question should be one wherein if you don't get the answer you feel most appropriate, would be a deal breaker, and therefore no need to move candidate further in process.

The questionnaire should be accompanied by a job description or copy of the job posting. Send out to all candidates on same day so that all have same amount of time to respond, and provide specific completion instructions and return dates. Allow 5 business days to complete and return. In the email subject line, be sure to indicate that this is an interview e.g. "UIC Human Resources Associate Interview – Round One – Interview Questionnaire",

In the body of the email, please provide an explanation e.g.

- *Thank you for your interest in the HR Associate position in the UIC Human Resources – Employment Services department. We have received your application information and are interested in exploring your qualifications in more detail. We are using a multi-tiered interview approach. To start the interview process, we'd like you to complete the attached Interview Questionnaire. This questionnaire is considered the first round of our interview process. Please review, complete and **return it as instructed by no later than 12noon on Monday, 11/25/2013**. If we do not receive the questionnaire by the designated date/time, we will assume that you are no longer interested in the position so will remove you from further consideration.*

Thank you in advance for your anticipated cooperation.

If you have a salary cap or limit, a specific knowledge base or set of skills that are required, and/or if there are limits or stipulations around a start date, this tool is the best opportunity to advise applicants so that they can weed themselves out. It is also good to ask an open-ended question that allows the candidate to speak freely about themselves in whatever way they choose.

Once the questionnaire is returned, acknowledge receipt with a note and information regarding next steps to minimize the follow-up phone or email inquiries about the same e.g. *"Thank you for taking the time to complete and submit the XXXX position Interview Questionnaire. We will review your response and will contact you within the next XX business days if there is further interest"*.

UIC HUMAN RESOURCES ASSOCIATE – EMPLOYMENT SERVICES

INTERVIEW QUESTIONNAIRE

NOVEMBER 18, 2013

Dear HR Associate Candidate:

Thank you for your interest in the Human Resources Associate position in the Human Resources – Employment Services department of the University of Illinois Chicago (UIC). Because of the large volume of responses, we have decided to use a multi-tiered interview approach wherein we will narrow down our candidate selection after each round of interviews. **This interview questionnaire is to be considered the first round of interviews.**

Please insert your answers to all of the questions on Page 2 directly into this document. A job description has been included to provide you with more information about the position. Once you have completed the questionnaire, you should:

- save the document as “UIC HR Associate Questionnaire – your name”. As an example, “UIC Graphic Designer Questionnaire – Jane Doe”.
- insert the same information (UIC HR Associate Questionnaire/your name) in the reference line of the reply email
- attach the completed questionnaire as a Word or pdf document to the reply email
- send the completed document to Joanne D. Tolbert-Wells, Director of Employment Services (joannet@uic.edu) and Shannon McGinnis, Deputy Director (shanmcgi@uic.edu). **We must receive your completed questionnaire via email by no later than 12noon on Monday, 11/25/2013.**

Your response will be reviewed during the week of 11/25/2013. If there is further interest, you will be contacted on or before Monday, 12/2/2013 to schedule further interviews; those interviews will be scheduled to occur that week and possibly the following week of 12/9/2013. Our goal is to extend an offer by no later than Monday, 12/16/2013 and have our new team members onboard starting Monday, January 6, 2014.

Thank you in advance for your cooperation and interest in UIC Human Resources. We look forward to an opportunity for further discussion of the position.

UIC HUMAN RESOURCES – EMPLOYMENT SERVICES UNIT

HUMAN RESOURCES ASSOCIATE

INTERVIEW QUESTIONNAIRE

Candidate Name:

Candidate Telephone:

Candidate E-mail address:

1. In a brief summary paragraph, please describe all of your key competencies that you think directly relate to the job duties and responsibilities listed in the attached job description. Please be sure to point out any current or past recruitment experience in a public sector, university, or healthcare environment.
2. The Employment Services area is now in the process of redesigning our recruitment and testing services to be more customer-friendly and so are taking a “customer-centric” approach to examining our work processes. Based on your past and current experience, what would you say your internal and external customers want and expect from you as an HR professional and from the HR department overall?
3. We are looking to make an annual salary offer not to exceed \$65,000. What is your current annual salary? What is your minimum annual salary requirement?
4. Please list dates/times over the next three weeks that you will **not** be available for further interview.
5. If selected for this position, how much notice will you need to provide your current employer? Will you be available to start as of Monday, January 6, 2014?
6. Are there any other pertinent comments or facts that you would like us to consider when reviewing your interest and qualifications for this position?