



## CAL STATE LA STUDENT EMPLOYMENT SELECTION PROCESS

Success in hiring is the result of numerous managerial choices made throughout the process. The key decision points are:

- Establish requirements based on business necessity and job relatedness, using a standard interview format for all candidates to ensure consistency and fairness in the treatment of candidates.
- Assess each applicant **immediately following** the interview. Base your evaluations exclusively on interview information.
- Evaluate each candidate by using a methodology that matches qualifications to measurable standards before comparing candidates to make the selection decision.
- In making the hiring decision use your Interview Record Form (please see attached) to determine which candidates rated highest on the selection criteria **most important to your position**.
- Use the entire rating spectrum in order to draw distinctions among applicants. Try not to place all your ratings in the middle or at the extremes. Be careful to balance out good and bad points about the applicant.
- Involve all stakeholders in the process to give greater depth and breadth to the data gathering process.
- Select the applicant who possesses the qualifications to perform the duties of the job most effectively.



California State University, Los Angeles

Career Center

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## INTERVIEW RECORD FORM

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**Job Title:**

**Department:**

| Applicant Name | CIN | Rating * | Comment |
|----------------|-----|----------|---------|
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\* Please rate applicants from 1 (low) to 5 (high).

| Interviewer Name | Title |
|------------------|-------|
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|                  |       |
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**Signature of Lead Interviewer**

**Date:**