

The Interview/Selection Process

- Once your job posting has expired you (the employer) should review all submissions and select those that qualify.
 - Student Employment suggest making a spreadsheet to help you keep track. The spreadsheet should include, at a minimum: applicant name, applicant phone number, and applicant email address.

- Out of your pool of qualified candidates you should then select your top three candidates and invite them in to do an interview.
 - As a courtesy you should email those that applied notifying them that you will not be moving forward with their application at this time. You can find a template email on the Student Employment website under [Forms and Documents](#).
 - Student Employment recommends that for every “one” position that you are trying to fill that you interview a minimum of three candidates. The reason for interviewing multiple people are for the following possible reasons:
 - You may find a more qualified candidate
 - Your top choice may be a “no show” or quit after hiring

- Once you have selected the top candidates for whom you would like to interview contact them immediately to set up an interview.
 - Let the candidate(s) know what type of interview it will be and if they should bring anything with them (e.g.: group interview, presentation required, one on one interview, etc).

- Select your top candidate
 - Once you have selected your candidate, as a courtesy, notify the candidates you interviewed that the position has been filled and thank them for their time and interest. You can find a template email on the Student Employment website under [Forms and Documents](#).