

Writing Interview Notes

Tip: when writing up notes from an employment interview, make sure notes are objective and job-related.

Scenario

Antoinetta Hernandez, a staff supervisor, has just interviewed Sun Kim Cho for a position as a lab technician in Forensics. The following are notes that she made to herself to use later in evaluating Sun Kim for the position. Which of these notes are appropriate or inappropriate?

1. Indicated equipment he has used in the past that is similar to equipment used by department.
2. Correctly outlined a process for handling forensic evidence in the lab.
3. Wore a long, black ponytail.
4. Indicated that he worked by himself in previous positions, but said had no problem working with a team of people.
5. Citizen of China, who lived in Finland for three years. Has a work visa for the United States.

[In-pop up]

The notes that are appropriate are those that are objective and job-related. Those would be notes 1, 2, and 4.

Antoinetta made a note of Sun Kim's pony tail to help her remember his face when she reviewed notes; however, others may not see it this way. This note can be seen as subjective and personal in nature, having no bearing on the interview or selection process.

Note 5, is almost correct. Being a non-us citizen and having a visa to work in the United States is information relevant to the job. Sun Kim's stay in Finland does not seem to be job-related. If it was, Antoinetta should indicate how. For example, Sun Kim lived and worked in Finland for three years, during which time he learned and used English.

For further reading:

- *High Impact Hiring: How to Interview and Select Outstanding Employees*, by Del J. Still
- *Recruiting, Interviewing, Selecting, and Orienting New Employees* (3rd Edition), by Diane Arthur