



DOP&LR Recruitment Services Guidance

Interview Guidance

Interview Panel

Per Alaska Administrative Manual 100.105, it is the policy of the State of Alaska that interview panels for positions in the classified service shall consist of current executive branch employees. Only under unique and compelling circumstances, and with prior approval of the Director of Personnel and Labor Relations, may an individual who is not a current State employee be a member of an interview panel. In these rare instances, all appropriate actions will be taken to ensure compliance with AS 39.25.080.

Panel Considerations:

- Try to have at least three people on your interview panel.
- Encourage diversity on your panel.
- You must use the same panel for each interview. If you encounter unforeseen circumstances contact your agency Human Resource recruitment staff for advice.
- Strive for an atmosphere of trust and honesty on the interviewing team.
- Familiarize your panel with the interview and scoring process.

Types of Interview Questions

Behavioral Questions or Past Work Experience Questions – seek demonstrated examples of behavior from past experiences and concentrate on job related functions. Behavioral interviewing is based on the principle that the best predictor of future performance is past performance in a similar circumstance. Therefore, the questions asked focus on behavior and ask how applicants respond to a variety of specific situation and what results occurred from their actions.

Open Ended Questions – require more than a yes or no response. They often begin with “Tell me...,” “Describe ...,” “When ...,” etc. Open ended questions are basic to any effective interview because they call for candidates to relate information and ideas that they feel are important.

Definitions and Interpretations – are used to establish an applicant’s knowledge base. Make sure the questions are open-ended and don’t give the answer away by the way they are worded. For example: “What is a ?” or “What does _____ refer to or mean?”, or “How would you explain _____?”

Performance Based Questions – are specific to the vacancy and can assist hiring managers in identifying the top performer in the applicant pool. Applicants are asked to do “work” and/or verbally resolve problems that would be typical of the new job. Because the questions are truly job-specific, it’s harder for applicants to study beforehand and come to the interview with prepared responses.

Note: There are additional types of questions and example interview questions in an excel document available from your agency Human Resource recruitment staff.