

STAFFING - RESEARCH TECHNOLOGIST I – PHONE INTERVIEW TEMPLATE

Applicant's Name:					
Interviewers:		Interview Date:		Time:	

1. Introduction:

- Briefly introduce yourself with job title and describe role in the department
- Describe the Research Technologist I position and desired skills/qualifications for incumbent

2. Veterans Preference (LB 588) documentation may be requested

1. Veteran with no disability	a. DD Form 214
2. Disabled Veteran	a. DD Form 214 b. Copy of US Department of Veterans Affairs demonstrating disability
3. Spouse of one hundred percent disabled veteran	a. DD Form 214 of veteran spouse b. Copy of US Department of Veterans Affairs demonstrating one hundred percent disability c. Proof of marriage valid under Nebraska State Law

3. Recommended Skill Tests after Hiring Manager Interview

- a. Microsoft Word – 2010 (if required skill)
- b. Microsoft Excel – 2010 (if required skill)
- c. Data Entry (if required skill)
- d. Typing Test (if required skill)
- e. Other required skills

HR Staffing is prepared to administer testing by providing a quiet environment with applicant assistance. All testing must be set up through the HR Staffing office.

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Technical Expertise

3. Please rate your proficiency level on the following (1 being low and 5 being high).

	Rating					Notes
Microsoft Excel	1	2	3	4	5	
Microsoft Word	1	2	3	4	5	
Microsoft PowerPoint	1	2	3	4	5	
Total						XX

Innovation: Search for a better way. Seek and implement ideas and approaches that can change the way the world discovers, teaches, and heals. Drive transformational change.

4. Tell me about a time when you had to analyze or interpret numerical or raw data.
- How was the information given to you?
 - What was the overall interpretation of the data?
 - What tools did you use make the information understandable to an audience?

Teamwork: Respect diversity and one another. Communicate effectively and listen well. Be approachable and courteous. There is no limit to what we can achieve when we work together.

5. Can you provide an example of a team decision you were involved in recently?
- What was your role in the group and how did you assist in reaching the team decision?
 - Did all members of the group agree on the final decision?

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6. Tell me about a situation in which you became frustrated or impatient when working with a peer, team member or other employee.
 - a. What made the situation difficult?
 - b. What did you do to improve the situation?
 - c. What was the outcome and did the dynamic of the working relationship change?

Excellence: Strive for the highest standards of safety and quality in all that you do. Work to achieve exceptional results.

7. Goals are generally set from higher levels but expected to be implemented through all working groups. Tell me about the most successful time you effectively integrated the broader goal(s) into your day-to-day work group's activities.
 - a. What was the overall goal?
 - b. How did you implement them into your department?
 - c. Was there any resistance and did you obtain buy in in the end?
 - d. What was the overall outcome and impact(s)?

Accountability: Commit. Take Ownership. Be resilient, transparent, and honest. Always do the right thing and continuously learn.

8. Tell me about a time you had to meet a scheduled deadline, in work or school, while your work was being continually disrupted.
 - a. What caused the disruptions and what caused the most difficulty?
 - b. How did you be sure to meet the deadline for your assignment(s)?

Courage: Make the tough decisions. Have no fear of failure in the pursuit of excellence. Admit mistakes and learn from them.

9. Walk me through a situation in which you had to get information by asking a lot of questions of several people.
 - a. How did you know who to ask?
 - b. How did you use the answers and move forward?

Healing: Show the empathy you feel. Be selfless in caring for patients, one another and the community.

10. Tell me about a time where you were faced with several conflicting priorities but needed to take a stand to ensure that a customer's or coworker's needs were being met first.
 - a. What were the circumstances, competing priorities and the customer's needs?
 - b. How did you take a stand and communicate?
 - c. What was the reaction of others involved?
 - d. What was the overall result?
 - e. What feedback, if any, did you receive from your work group and/or customer?

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Position Section

Describe position and responsibilities and required schedule

1. Can you perform the essential functions of the position?
 - Yes
 - No

2. Can you work the required schedule for the position?
State the required schedule, eg) 8AM-5PM, Monday thru Friday
 - Yes
 - No

3. What is your hourly rate requirement?

Summary

Describe interview and selection process

1. Top candidates (3-5) will be selected for a personal interview the hiring manager or team interview with department staff.

2. Candidates invited to participate in personal interview will **need to bring the following** to their interview (a-b);
 - a. A list of 5 references: 3 from former supervisors and 2 from coworkers that you have worked with on a project or program. Reference list must include;
 - i. Name
 - ii. Relationship
 - iii. Telephone number
 - iv. E-mail address
 - b. Copies of performance evaluations for the past two years
 - c. Work sample (anything the applicant has developed)

3. After personal interview top 2 candidates will be scheduled for testing
 - a. Microsoft Word – 2010 (if required skill)
 - b. Microsoft Excel – 2010 (if required skill)
 - c. Microsoft PowerPoint – 2010 (if required skill)
 - d. Analytical Skills
 - e. Data Entry (if required skill)
 - f. Typing Test (if required skill)
 - g. Other required skills

4. Do you have any questions for me?

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Nebraska Veterans Preference – Revised Statue 48-227

In accordance with Nebraska State Law, a veteran, disabled veteran, or a spouse of a veteran with a 100% permanent disability rating may claim the use of the State of Nebraska Veteran's Preference for employment opportunities (Revised Statue 48-227).

Revised Statue 48-227 requires:

For examinations (tests such as Word, Excel, etc.) or numerical evaluation scoring (such as scores in interviews or scores in other assessment used):

1. **Veteran or spouse of a veteran with a 100% permanent disability:** A veteran or a spouse of a veteran with a 100% permanent disability who obtains a passing score(s) on all parts or phases of an examination or numerical scoring: shall have 5% added to his/her passing score.
2. **Disabled Veteran:** A disabled veteran who obtains a passing score(s) on all parts or phases of an examination or numerical scoring: shall have an additional 5% added to his/her passing score.

Examples:

Status: Veteran or spouse of a veteran with a 100% permanent disability	Score/Points
Total Score on Interview Score	80
Veteran Status: 5% added to score	4
Final Score	84

Status: Disabled Veteran	Score/Points
Total Score on Interview Score	80
Veteran Status: 5% added to score	4
Disabled Veteran: 5% added to score	4
Final Score	88

When no examination or numerical scoring is used, the preference shall be given to the qualifying veteran or spouse with a 100% permanent disability if two or more equally qualified candidates are being considered for the position.

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Rating Key:	5 – Excellent	4 - Good	3 - Average	2 – Fair	1- Poor	
Work/Academic Experience	5	4	3	2	1	Comments
Technical Skills	5	4	3	2	1	Comments
Innovation	5	4	3	2	1	Comments
Teamwork	5	4	3	2	1	Comments
Excellence	5	4	3	2	1	Comments
Accountability	5	4	3	2	1	Comments
Courage	5	4	3	2	1	Comments
Healing	5	4	3	2	1	Comments
Total Points:						
Sub Total						
Veterans Preference (If applicable)						
Grand Total						