

Guidelines for Documenting Interview Notes

- Use the Activity and Attachments area of the Job Opening to attach notes from candidate interviews. Use email responses from interviewers if available.
- Review the Legal Interview Questions & Notes chart below as well as the *Chart of Legal Interview Questions* document on the eRecruit website to determine which questions and notes are job related, legal and non-discriminatory.
- Notes attached to the Job Opening are viewable by the Job Opening creator, Approvers and Additional Hiring Team Members.
- Notes are discoverable under FOIA (Freedom of Information Act) and in case of litigation.

Format

MM/DD/YY, Interviewer Name: Brief summary of notes.

Content

May include notes or comments related to any of the following:

- ❖ Interview questions and candidate responses.
- ❖ Rating scale or tool used to evaluate interview.
- ❖ Selection criteria, qualifications, or competencies for the position.
- ❖ Interviewer's narrative assessment of the candidate and the interview.
- ❖ Interviewer's recommendation about the candidate's further consideration.
- ❖ Specific reasons for the interviewer's recommendation.

LEGAL INTERVIEW QUESTIONS & NOTES

TOPIC	LEGAL AREAS FOR COMMENT	DISCRIMINATORY AREAS TO AVOID	SAMPLE LEGAL NOTES
Family Status	General comments made by candidate regarding conflicts with job attendance or travel requirements.	Comments that include marital status, spouses name, maiden name, children, pregnancy, childcare arrangements.	<p>“Candidate X is unable to travel on weekends and can only work until 2:00 p.m. on Friday.”</p> <p>“Candidate is only interested in flexible work hours, and this position requires Monday-Friday, 8am-5pm.”</p>
Race	None	Comments regarding racial background, nationality, place of birth.	None
Religion	None	Comments that include types of religions practiced, churches attended, religious holidays celebrated, candidate dress that indicates religious affiliation	None
Residence	Listing of the candidate’s current address, or verification of the address listed on the resume.	Information that includes whether the candidates rents or owns their own home, who lives with them, living conditions in their area of residence	“Candidate provided new address and phone number for contacting her: 555 Main Street, Ann Arbor, MI 48103 (PH) 734/666-6666.”
Gender	None	Comments that indirectly indicate that the candidate is Male or Female, including using the words ‘Male’ or ‘Female’, listing physical attributes that would indicate one gender or another, type of clothing worn that is gender specific.	None
Arrests or Convictions	Details provided by the candidate to explain positive answer to pre-screening question about felony/misdemeanor convictions or felony charges outstanding	Notes about arrest information that was shared by the candidate.	<p>“Conviction listed on pre-screening question occurred when the candidate was a teenager and is now expunged from his record.”</p> <p>“Candidate discussed conviction for selling cocaine in March, 2001, and served 4 years in jail. Presents a risk for this position in the Michigan Union checking student ID cards.”</p>
Citizenship or Nationality	Comments about eligibility to work in the U.S. Notes regarding the ability to speak a foreign language (only if job related).	Comments indicating the candidate is not a U.S. citizen, that the candidate was born in a country other than the U.S.	“Candidate is eligible to work in the U.S. and has been to the International Center for verification.”
Disability	Comments about the candidate’s response to the question “Are you able to perform the essential functions of this job (show job description), with or without accommodation.” Listing of specific accommodations that the candidate requested after reading the job description.	Interviewer’s anecdotal comments regarding the candidate’s use of assistive devices such as wheelchair, braces, cane, eyeglasses, etc. Any comments about the candidate’s physical attributes, including height, weight, etc.	“Candidate requires an ergonomic work station and keyboard tray in order to work on the computer for more than 15 minutes at a time.”
Age	Candidate’s response to the question “Are you 18 years of age or older, and can you provide proof?”	Comments listing a specific age of the candidate, or any note regarding an affiliation that indicates a specific age group.	“Candidate indicated he is able to prove he’s over 18.”