Financial Aid Work-Study Student Employment
SELECTION PROCESS

Success in hiring is the result of numerous managerial choices made throughout the process.

The key decision points are:

- Establish requirements based on business necessity and job relatedness, using a standard interview format for all candidates to ensure consistency and fairness in the treatment of candidates.

- Assess each applicant **immediately following** the interview. Base your evaluations exclusively on interview information.

- Evaluate each candidate by using a methodology that matches qualifications to measurable standards before comparing candidates to make the selection decision.

- In making the hiring decision use your Interview Record Form (please see attached) to determine which candidates rated highest on the selection criteria **most important to your position**.

- Use the entire rating spectrum to draw distinctions among applicants. Try not to place all your ratings in the middle or at the extremes. Be careful to balance out good and bad points about the applicant.

- Involve all stakeholders in the process to give greater depth and breadth to the data-gathering process.

- Select the applicant who possesses the qualifications to perform the duties of the job most effectively.

California State University, Los Angeles
Financial Aid Work-Study Student Employment Programs

INTERVIEW RECORD FORM

Job Title:

Department:

Applicant Name	CIN	Rating *	Comment

* Please rate applicants from 1 (low) to 5 (high).

Interviewer Name	Title

Signature of Position Supervisor **Date:**