

# Business Biography

Employment Specialist: \_\_\_\_\_

Interview Date:		Person Responsible for Hiring:
Business Name:		If Independent Business, Owner's Name:
Address:		Other Individuals Involved in Hiring Process:
City:		
Zip Code:		
Phone:		
E-Mail:		

## Pre-Contact Research:

What information do you know about this business? (Internet research, personal experience, colleagues, Chamber of Commerce, etc.)

---

---

---

---

---

---

---

---

---

---

## Questions for Employer:

Could you describe what makes a successful employee at this business?

---

---

---

From your perspective, what qualities do you look for when interviewing a potential job applicant?

---

---

---

What is the most successful method you use to obtain good employees?

---

---

How much of your time is devoted to dealing with employee problems that affect attendance or work performance? \_\_\_\_\_

Almost all employees present challenges of some sort, what are the challenges that are most frustrating to you?

---

---

## Hiring Process:

How do you typically recruit job applicants?

---

---

What are the criteria you use to screen applicants for interviewing?

---

---

---

Who makes the final hiring decision?

---

---

During the interview process, what are the most important characteristics you want the job applicant to demonstrate?

---

---

---

If you had a preference, would you want a job applicant with a disability to disclose that information to you prior to hiring?

---

---

Some of the job applicants I represent have mental health challenges, what information would be helpful to you in order to make a good hiring decision?

---

---

---

What is the typical time from application to finalizing the hiring?

---

---

---

What is the starting wage, and how are raises in pay determined?

---

---

---

What are the most serious work offenses that result in job termination?

---

---

---

**Job Related Information:**

Currently, how many people do you employ? \_\_\_\_\_: Part Time: \_\_\_\_\_ Full Time: \_\_\_\_\_

Could you describe the entry level positions you hire for and the basic skills required? (Ask if job descriptions are available for each position?)

Position:	Basic Skills Required
FT <input type="checkbox"/> PT <input type="checkbox"/> No. Hrs.	
FT <input type="checkbox"/> PT <input type="checkbox"/> No. Hrs.	
FT <input type="checkbox"/> PT <input type="checkbox"/> No. Hrs.	
FT <input type="checkbox"/> PT <input type="checkbox"/> No. Hrs.	
FT <input type="checkbox"/> PT <input type="checkbox"/> No. Hrs.	

How much on the job training is provided to learn a specific job description?

---



---



---



---

**Additional Information Questions :**

- What qualifies an employee to become eligible for benefits?
- What is the typical time line for pay raises and the increment amounts?
- Some the job applicants I work with have regularly scheduled medically necessary services that they need to keep; can an accommodation be made to adjust their work schedule if needed? If so, how much advance notice is needed?
- How do you think the employees would describe workplace environment?
- If this company were know for three things as a workplace, what do you think those three things would be?
- Some of my job applicants might need on the job assistance from me or a colleague to learn the job tasks. Would this pose a problem for you or your staff?