

Classification & Organizational Services Interview Preparation Guide

Purpose/Reason for the interview

- To obtain additional information and allow the supervisor and/or employee to elaborate on the assigned duties and responsibilities.
- To evaluate the duties and responsibilities assigned to the position; not the performance of the employee (if occupied).
- To obtain a better understanding of the organization.

How to prepare for the interview

- Review the most recent job description to ensure that the information accurately describes the responsibilities and duties being currently performed.
- If the position is filled, the employee and supervisor should discuss duties and responsibilities.
- Be prepared to discuss or provide additional examples of duties (e.g., samples of work) if applicable.
- Please bring a copy of the current job description to the interview.

What to expect in the interview

- Reserve 30-60 minutes for the interview.
- A conversation with a classification analyst regarding duties described in the job description and changes in the position.
- Examples of questions you may be asked:
 - o What types of problems does the position resolve?
 - o What types of problems does the position refer to the supervisor?
 - o What types of decisions does the position make?
 - o What is the most difficult or complex aspect of the job?

What happens after the interview?

- The position will be compared to the appropriate Office of State Personnel (OSP) job specifications and other positions on campus performing similar duties.
- The classification decision and the basis for the decision will be communicated to the position's supervisor.