



# Employment Interview Checklist

Use this checklist along with the following Learning Activities: 10773, 13240, 13236, and 11159.

**Applicant Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**On time for interview?** ☐ Yes ☐ No

**Position Applying for:** \_\_\_\_\_

**Interviewer(s):** \_\_\_\_\_  
\_\_\_\_\_  
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Check each question to ask the applicant, and write information from their answers in the spaces provided.

## The Basics

☐ Is there anything that would keep you from attending work during a regularly scheduled workweek?

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☐ Do you have a reliable means of transportation to and from work?

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☐ What education and/or training have you had that would enable you to do this job?

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## Interests and Skills

☐ What interests you about working for Ahern Rentals Inc.?

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☐ What interests you about the particular position for which you are applying?

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☐ What skills do you have that make you the best candidate for this position? How have you developed and used those skills in the past?

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**Motivation and Style**

☐ What motivates you to do your best work?

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☐ Do you work best in a structured or unstructured environment? Why?

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☐ Do you prefer to work on your own or in a group setting? Why?

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☐ Do you do your best work when under pressure or when you have plenty of time until a deadline? Why?

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☐ What is the single achievement in your life of which you are most proud? Why?

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**Work Relationships**

☐ Describe the type of relationship you should have with your supervisor.

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☐ Describe the type of relationship you should have with your peers and/or subordinates.

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☐ Briefly describe both the best and worst supervisors to whom you have reported to in the past.

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**Problem Solving**

☐ Describe a challenge you met in a previous job, and what you did to meet that challenge.

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☐ Describe a mistake you made in a previous job, and what you did to correct it.

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☐ If you were out of the office for several days, how would you prioritize the work to catch up on when you returned?

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**Essential Job Functions**

First list and/or describe the essential functions of the job to the applicant.

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|----------|-----------|
| 1. <hr/> | 6. <hr/>  |
| 2. <hr/> | 7. <hr/>  |
| 3. <hr/> | 8. <hr/>  |
| 4. <hr/> | 9. <hr/>  |
| 5. <hr/> | 10. <hr/> |

☐ Can you perform the essential functions of this job with or without reasonable accommodation?

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If not, which functions would you be unable to perform?

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# This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match

the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

## NOTICE:

**Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.**

**Employment Verification.**  **Done.**

For more information on E-Verify, please contact DHS at:

**1-888-464-4218**



E-VERIFY IS A SERVICE OF DHS AND SSA

# Este Empleador Participa en E-Verify



Este empleador le proporcionará a la Administración del Seguro Social (SSA), y si es necesario, al Departamento de Seguridad Nacional (DHS), información obtenida del Formulario I-9 correspondiente a cada empleado recién contratado con el propósito de confirmar la autorización de trabajo.

**IMPORTANTE:** En dado caso que el gobierno no pueda confirmar si está usted autorizado para trabajar, este empleador está obligado a proporcionarle las instrucciones por escrito y darle la oportunidad a que se ponga en contacto con la oficina del SSA y, o el DHS antes de tomar una determinación adversa en contra suya, inclusive despedirlo.

Los empleadores no pueden utilizar E-Verify con el propósito de realizar una preselección de aspirantes a empleo o para hacer nuevas verificaciones de los empleados actuales, y no deben

restringir o influenciar la selección de los documentos que sean presentados para ser utilizados en el Formulario I-9.

## A V I S O:

**La Ley Federal le exige a todos los empleadores que verifiquen la identidad y elegibilidad de empleo de toda persona contratada para trabajar en los Estados Unidos.**

A fin de poder determinar si la documentación del Formulario I-9 es válida o no, este empleador utiliza la herramienta de selección fotográfica de E-Verify para comparar la fotografía que aparece en algunas de las tarjetas de residente y autorizaciones de empleo, con las fotografías oficiales del Servicio de Inmigración y Ciudadanía de los Estados Unidos (USCIS).

Si usted cree que su empleador ha violado sus responsabilidades bajo este programa, o ha discriminado en contra suya durante el proceso de verificación debido a su lugar de origen o condición de ciudadanía, favor ponerse en contacto con la Oficina de Asesoría Especial llamando al 1-800-255-7688 (TDD: 1-800-237-2515).

**Employment Verification.**  **Done.**

Para mayor información sobre E-Verify, favor ponerse en contacto con la oficina del DHS llamando al:

**1-888-464-4218**



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# IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



**If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.**

**You should know that –**

No employer can deny you a job or fire you because of your national origin.

Unless mandated by law or government contract, employers cannot require you to be a U.S. Citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688. TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:  
U.S. Department of Justice  
Office of Special Counsel - NYA  
950 Pennsylvania Ave., N.W.  
Washington, DC 20530

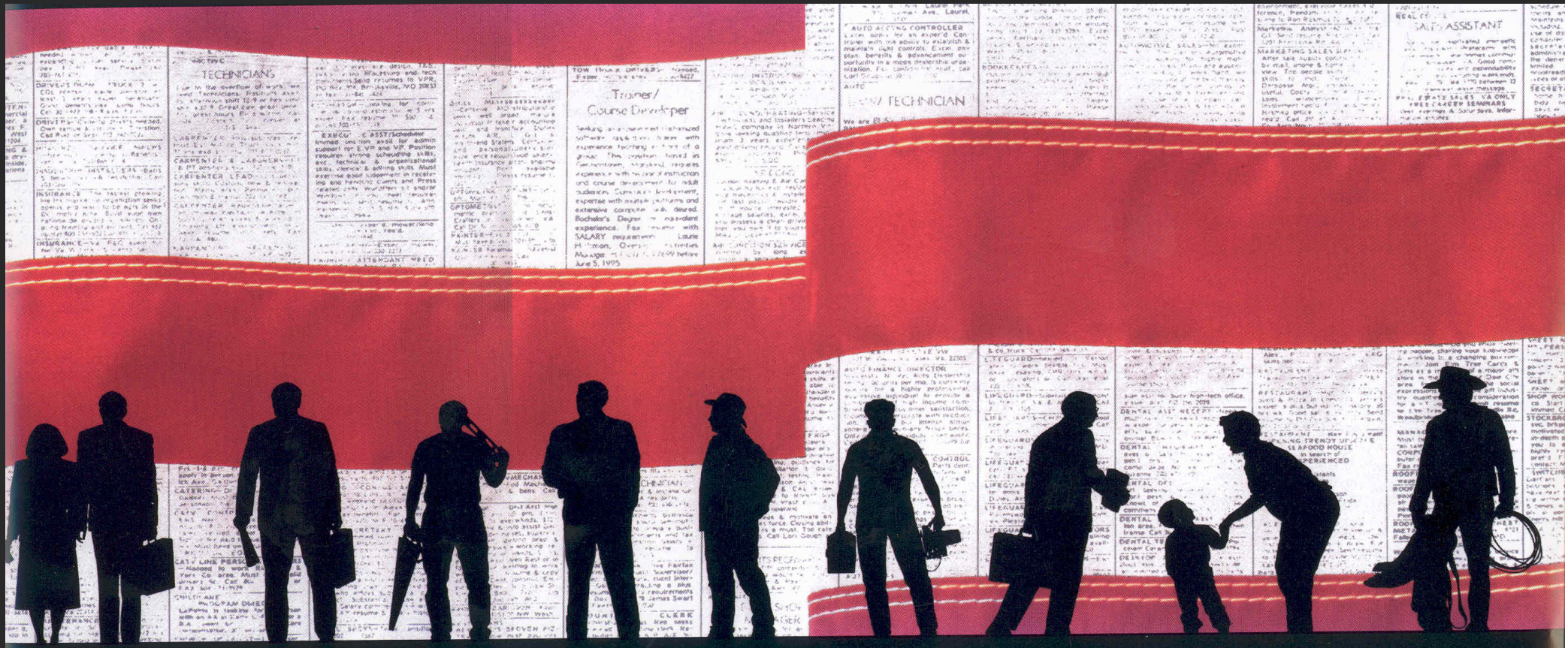
**U.S. Department of Justice  
Civil Rights Division**

Office of Special Counsel for  
Immigration-Related Unfair  
Employment Practices





# SI USTED TIENE DERECHO A TRABAJAR, no deje que nadie se lo quite.



**Si tiene derecho a trabajar legalmente en los Estados Unidos, existen leyes para protegerlo contra la discriminación en el trabajo.**

## **Debe saber que –**

Ningún patrón puede negarle trabajo, ni puede despedirlo, debido a su país de origen o su condición de inmigrante.

En la mayoría de los casos, los patrones no pueden exigir que usted sea ciudadano de los Estados Unidos o residente permanente o negarse a aceptar documentos válidos por ley.

Si se ha encontrado en cualquiera de estas situaciones, usted podría tener una queja válida de discriminación. Comuníquese con OSC para obtener ayuda en español.

## **Llame al 1-800-255-7688.**

La línea telefónica para personas con problemas de audición, es 1-800-237-2515. En Washington, D.C., llame al **202-616-5594**, o al 202-616-5525 (personas con problemas de audición), o escriba a la Oficina del Consejero Especial, División de Derechos Civiles, P.O. Box 27728, Washington, DC 20038-7728.

**Departamento de Justicia  
De los Estados Unidos,  
División de Derechos Civiles**

Oficina del Consejero Especial

