

Job and Interview Guide

Position Name

Updated: 00/00/0000



Job Description

This is the company's first contact with a potential Candidate. The Job Description should be fun and inviting, to encourage the Candidate to apply.



Assessment Questions

These are questions specific to the position you are hiring for. Use these to take notes during the interview and to keep organized.



Do's and Don'ts

Make sure you are getting as much information from the Candidate as you can during the interview, the legal way.



Reference Checks

EXEMPT ROLES ONLY

With a reference check, we insure that we are hiring the right people.

FOR MORE INFORMATION ON THIS GUIDE, CONTACT:

Name, HR Business Partner
email@gentexcorp.com | Gentexcorp.com
Phone 1.888.894.1755

Position Name: Optimized

Top of the Board

Gentex Intro

Team Values

POSITION NAME helps build Gentex through JOB SUMMARY

Job Summary

POSITION NAME

Job Qualifications

The ideal POSITION NAME at Gentex is a JOB SUMMARY.

SCHOOL REQUIREMENTS.

EXPERIENCE REQUIREMENTS.

OTHER NECESSARY SKILLS.

Physical Job Requirements and Demands

The POSITION NAME requires several physical demands including:

- *Full use of hands and fingers to type on a keyboard, use a mouse and computer, point, and grab*
- *Ability to hear, speak, and see*
- *Traveling?*
- *Lift X pounds*
- *Bend, twist, turn, etc.*
- *How long standing*

Benefits / Comp Package

Starting wage is the federal minimum wage for the POSITION NAME, and wages may change based on experience.

- *Benefits that include medical, and dental*
- *401K Savings Plan, Company Match*
- *Paid Holidays and Vacation*
- *Tuition Reimbursement*
- *Disability and Life Insurance*
- *9/80 Work Schedule (available for most positions and locations)*

Additional Information

POSITION NAME is an [hourly/salary] wage position, and is eligible for overtime when scheduling is warranted and executed. The Fair and Standard Labor Act (FLSA) regulates such positions, and more information on FLSA and EEOC is available at the US Department of Labor's website (<http://www.dol.gov>). Gentex Corporation is an Equal Opportunity Employer including disability and veteran status. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or status as an individual with a disability. Gentex is an E-Verify Participant. Pre-employment

drug/alcohol/background screening is required. If you have a disability and would like to request an accommodation in order to apply for a position with Gentex, please call our Human Resources department at 570.282.3550.

Apply to be A/AN POSITION NAME at Gentex today at:

<https://gentexcorp.com/careers/open-positions.com>

Protected Classes

This “Interviewing 101” Guide will help you avoid common interviewing pitfalls that can put you and the Company at legal risk. Although most Interviewers have good intentions, there are certain subjects that can be discriminatory in nature and are off-limits. These subjects involve “Protected Classes” of people that are protected under Federal, State and / or Local law.

Ask Questions and Talk to Candidates the Legal Way

Often, Interviewers get into trouble in the first few minutes of the interview in the “small-talk” and / or “icebreaker” discussions. Interviewers often discriminate and do not know it. An example could be “*That’s an interesting name you have. What is its origin?*” If it doesn’t pertain to the person’s ability to perform the requirements of the job, then don’t ask the question.

Keep in mind that even though small talk happens in interviews, it is still part of the interview, so the same rules apply. Know that NOTHING is “off-the-record” when conducting interviews. That said, don’t be afraid to have small-talk with Candidates. Just be aware of which doors to open, and which doors to leave shut. When in doubt, don’t ask the question.

What is a Protected Class?

There are more protected classes than you may think, which is why it is so important to carefully plan questions and be cautious with small talk and follow-up conversations.

What if Candidates volunteer protected information?

In an interview, Candidates may volunteer information that pertains to a Protected Class. An Interviewee may divulge in small-talk that she is pregnant. This simple example illustrates that you are interviewing an individual representing at least two protected classes (Gender & Disability/Health). She continues on that she is starting a family late and that being 40 years old is “the new 30.” (The Age Discrimination Act of 1967 protects individuals 40 and older.)

What you should do:

First of all, be polite. It is important to keep the conversation on business centric topics.

We suggest that you be respectful of the comments, but quickly and simply move on. Avoid acknowledging or conversing around the volunteered protected information. There may be a time to interrupt or stop the conversation, and if that can be done, you may do so in a diplomatic way.

What you should NOT do:

Indulge this conversation or dialogue.

Ask follow up questions, or dig deeper.

Try to relate to the candidate by talking about your own family, pregnancy, or your own age.

If you have questions, concerns, or comments about effectively interviewing Candidates for your positions, please contact your local HR Representative or Recruitment Partner.

We are happy to assist you in having a successful (and legal) interview process!

RED QUESTIONS indicate those that violate one or more laws regarding protected classes.

GREEN QUESTIONS are alternatives that will likely provide the answers that are relevant without violating Federal or State laws.

| | | |
|---|-----------------------------|--|
| Do you go by Miss, Ms., or Mrs.? | Surnames | We simply suggest calling Candidates by their first name. |
| That's an interesting accent. Where are you from? | Accents | There are none. |
| Are you a U.S. Citizen? | Citizenship | Are you authorized to work permanently for any employer in the U.S.? |
| With what social organizations or clubs do you affiliate? | Social Groups | Are you a member of any business / professional organizations or groups relevant to our industry? |
| When did you graduate from high school or college? | Age | Are you over the age of 18? |
| How much longer to you plan to work before you retire? | Length of Employment | What are your long-term career goals? |
| Were you honorably discharged from the military? | Military | What experiences / skills did you acquire in the military that would be useful in your role here? |
| Are you a member of the military reserves? | Military | Do you have any upcoming events that will require time away from work? |
| Can you get a babysitter on short notice? | Work-Home Balance | The normal working hours for this role are Monday - Friday, 8:00am to 5:00pm, with occasional overtime on short notice. Are you able to accommodate? |
| Do you have (or plan to have) children? | Work-Home Balance | The normal working hours for this role are Monday - Friday, 8:00am to 5:00pm, with occasional overtime on short notice. This position also requires travel up to 10% of the time - sometimes on short notice. Are you able to accommodate? |
| If pregnant, would you come back after maternity leave? | Work-Home Balance | What are your long-term career goals? |
| How many sick days did you take last year? | Work-Home Balance | How many days of work did you miss last year? |
| Do you have any disabilities? | Ability | Are you able to perform the required duties of this role? |

Reference Checks

Purpose: The purpose of the reference check guide is to give hiring managers a tool to assist with the completion of candidate reference checks. The objective of the reference check is to discover information which was not obtained in the interview process and verify information from supervisors, peers or subordinates to gain additional insights regarding the candidates potential fit.

Planning Tips: In order to ensure the successful completion of the reference check you will need to take the following into consideration:

- Make an appointment to speak with the candidates references. Don't call references with the expectation that they will conduct the reference review on the spot.
- Schedule at least 30 minutes on your calendar for the reference check. Stay within the allotted time as a courtesy to the reference provider.
- Explain the job you are considering the candidate for to help the reference provider with context when answering your questions.
- Tell the reference provider that you will be asking some standard questions but you will also have some questions that will help you get a better understanding of the candidates fit for the position, work style and other areas that will help you in your overall assessment.
- Avoid any line of questioning that is not related to the candidate's ability to perform the job. A list of illegal or inappropriate questions is provided below. If you are unsure about any question you are planning to ask, review with your Human Resource generalist prior to the reference check.
- Thank the reference provider for their participation and assure them their comments will remain confidential.

Illegal or Questions to Avoid

- Does the candidate have any disabilities or health problems?
- Is the candidate married or does he/she have children?
- Has the candidate made child care arrangements?
- Would you describe the candidate's home life as stable?
- Does the candidate care for elderly parents?
- Does the individual take time off of work to practice his or her religion?
- Do you know what the candidate's native language is?
- Do you know if the candidate has any plans to become pregnant?
- Do you know if the candidate smokes or uses alcohol?

Telephone Reference Check Form

Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.
Position Applied for: _____
Recruiter Name: _____

Contact Information

Name of Contact: _____
Title: _____ Phone: () _____
Company: _____
Address: _____
Street Address Suite #
City State ZIP Code

Reference Comments

Was the applicant an employee of your company? YES NO

When? START DATE: _____ END DATE: _____
What was the applicant's position on the last day of employment? _____

What were the applicant's job responsibilities?

What are the applicant's strengths? Do they have a hidden strength, or one you found surprising or very helpful?

Weaknesses?

How would you characterize the applicant's problem-solving skills?

How would you characterize the applicant's technical skills?

Did the applicant work on multiple projects at once? If so, how did he/she handle it?

Please describe a time when the applicant had a conflict with a co-worker. How did he/she handle it?

What was the applicant's reason for leaving your employ?

Would you rehire this applicant? YES NO

Is there anything else you would like to add?

Thank you for your time and assistance.