Support Staff Resources Fair

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New Employee Orientation II Breakfast

New!! Texas State Employee Discount Program

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Support Staff Resources Fair

Mark your calendar! The next Support Staff Resources Fair is scheduled for Wednesday, October 16 (1 p.m. – 4pm), and Thursday, October 17 (9am-12:00 p.m.), in JCK Reed Parr Room.

This will be the third Fair sponsored by the Administrative Support Staff Committee (ASSC). All have been highly praised by attendees as an excellent opportunity for users and providers of administrative support services at Texas State to meet, exchange, and clarify information regarding the University’s business processes, services, electronic forms, and training opportunities.

Hope to see you there.

September Timekeeping

For timekeeping purposes, the month of September ends September 28 and should include the following weeks ending:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>7</td>
</tr>
<tr>
<td>September</td>
<td>14</td>
</tr>
<tr>
<td>September</td>
<td>21</td>
</tr>
<tr>
<td>September</td>
<td>28</td>
</tr>
</tbody>
</table>

Remember, for employees entering their own time using the SAP Portal Employee Self Service (ESS), release your time at the end of each week.
New Employee Orientation II Breakfast

All new staff employees hired during the past month are reminded that the second part of New Employee Orientation will occur on Friday, September 13, 2013. This mandatory session will be held in JCK 460 from 8:15 am to 12:00 noon. Employees are asked to arrive by 8:00 am in order to have continental breakfast before the session begins. Any new faculty members are also invited to attend. This monthly session (held on the second Friday of each month) is the second part of an orientation program for all new Texas State employees. Employees receive information to enhance their basic understanding of Texas State and the benefits and opportunities associated with employment. For more information, contact the Office of Professional Development at extension 5-7899.

New!! Texas State Employee Discount Program
Coming in September

If you like good deals, you’re going to love the Texas State Employee Discount Program. It’s your destination for savings on products and services you use every day, and it couldn’t be easier to use. Just visit the website from any computer – no logons or passwords required – to check out the full complement of deals available to you. Discounts will include:

- Automobile purchase programs
- Computers, computer accessories and software
- Cruises, hotel stays and car rentals
- Flowers, gourmet gift baskets and wine
- Gym memberships and weight-management programs
- Mortgages and financial services
- Pet insurance
- Sporting events and live shows nationwide
- Wireless phones and service plans

New deals and providers are added frequently, and seasonal offers can save you even more money. Watch for an email announcement soon with the launch date and web link!
Reminder: Prescription Drug Deductible Starts Over September 1

From September 1 to August 31, you and each of your covered dependents must pay separate $50 deductibles before the plan begins to cover drug costs. For example, if you have two dependents, you would have a total family deductible of $150 per plan year for prescription medications if all of you fill at least $50 worth of prescriptions.

You can also manage your prescriptions by creating an account at Caremark. Simply follow this link: www.2.caremark.com/ers and click the “Register Now” link.

83rd Legislative Session Changes: ERS Health Insurance

Active Employees - Full Time Contribution Eligibility: Effective 9/1/2013, staff and faculty working 30 hours per week or more (75% FTE) in a benefits-eligible position will now qualify to receive the 100% employer contribution toward employee health coverage.

Retiree Insurance Eligibility: The legislative session changed the insurance contribution for retirees to a tiered system based on years of service.

- 100% employer contribution with 20+ years of service
- 75% employer contribution with 15+ years of service
- 50% employer contribution with 10+ years of service

This change will apply to employees with less than 5 years of GBP insurance participation as of 8/31/2014. Employees with 5 or more years on 8/31/2014 will be grandfathered under the current rules.

For additional information, please contact the Benefits staff at 5-2557 or hr@txstate.edu.
83rd Legislative Session Changes: TRS and ORP

Normal-Age Service Retirement Eligibility: One major change regarding TRS retirement eligibility impacts the age in which you may retire and receive full benefits. TRS members who are not vested with 5 years of service by August 31, 2014 will need to be at least age 62 to be eligible for the full retirement benefit. See the chart below to help determine your eligibility criteria.

<table>
<thead>
<tr>
<th>Member BEFORE 9/1/2007</th>
<th>Member or returned ON OR AFTER 9/1/2007</th>
<th>Member NOT VESTED by 8/31/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 65 with 5 or more years or service credit –OR–</td>
<td>Age 65 with 5 or more years or service credit –OR–</td>
<td>Age 65 with 5 or more years or service credit –OR–</td>
</tr>
<tr>
<td>Age &amp; years of service credit total 80 and you have at least 5 years of service credit</td>
<td>Age &amp; years of service credit total 80, you have at least 5 years of service credit, AND you are at least 60</td>
<td>Age &amp; years of service credit total 80, you have at least 5 years of service credit, AND you are at least 62</td>
</tr>
</tbody>
</table>

5% penalty reduction for each year under age 60

5% penalty reduction for each year under age 62

Interest Rates: The rate of interest paid to TRS member accounts will drop from 5% to 2% effective September 1, 2014. The reduced rate will be applied prospectively and will not affect the amount of interest accrued to the date of the change.

TRS/ORP Contributions: Beginning in September 2013, amounts will change for TRS and ORP employer contributions. Employee rates will remain the same for this fiscal year, but will increase over the coming years. See the chart below for more detail. Grandfathered ORP members will continue to receive the 8.5% employer amount.
TRS Surcharge for TRS Return-to-Work Retirees: Effective September 1, 2013, the criteria for determining if a TRS surcharge is required when hiring a TRS return-to-work retiree have changed. In the past, the surcharge was required for TRS retirees who retired after September 1, 2005 and were reemployed in a benefits-eligible position. Going forward, the surcharge is also to be applied to those retirees employed in non-benefits eligible positions if those retirees work more than the equivalent of 4 clock hours for each work day in that month.

Stress Management Workshop

It may seem that there’s nothing you can do about your stress level. The bills keep coming in, the hours in a day are not enough, and your work and family responsibilities are demanding. Reaching a goal of a balanced life with time for work, family, relaxation, and fun can seem hard to achieve. On Thursday, September 19, Ms. Blanca Sanchez-Navarro, LPC, LCDC, Supervising Counselor from the Counseling Center will share a presentation on sources of stress and how to avoid them. Also through her presentation, you will learn how to reduce stress effects and create a “state of ease”© for daily living.

Join us for
Beyond Stress: Creating a “State of Ease”© for Daily Living
presented by
Ms. Blanca Sanchez-Navarro, LPC, LCDC
Supervising Counselor, Texas State Counseling Center
Thursday, September 19
2:30-4:30 p.m., JCK 460

Employee Wellness Fair – October 1
"Path to Wellness"
Tuesday, October 1, 2013
10 am-3 pm, LBJSC Ballroom

Don’t miss the 6th Annual Employee Wellness Fair on Tuesday, October 1 from 10 am to 3 pm in the LBJSC Ballroom. We will have lots of information booths on a variety of health-related topics.
We have vision screening, glucose monitoring, skin cancer screenings, and blood pressure checks. Flu shots will once again be provided for no charge with an employee ID and valid UnitedHealthcare ID card. We had such a tremendous turnout last year, we have arranged for additional pharmacists to administer the vaccine and avoid long lines. We’ve also extended the Fair until 3 pm to allow employees additional time to gather information from the many vendors!

Registration is not required for employees; everyone who attends will be eligible for door prizes drawn during the event. Employees will get an additional door prize ticket when they bring items for the Hays County Food Bank. Supervisors are encouraged to support attendance by their employees. As more information about booths and services becomes available, it will be posted at www.txstate.edu/pdevelop/Services/employeewellnessfair.html.

**FY14 Holiday Calendar Approved**

The FY14 holiday calendar was approved by the TSUS Board of Regents at their August meeting. The detailed calendar is available on the HR website at http://www.hr.txstate.edu/Holiday-Schedule/FY14HolidaySchedule.html.

**FY14 Payroll and PCR Deadline Calendars**

We have begun a new fiscal year and we encourage you to review the FY2014 salaried and hourly payroll deadline calendars available at:

http://www.txstate.edu/payroll/resourcesforms/calendars/deadlines.html

Staff PCR deadlines:

http://www.hr.txstate.edu/hrmasterdatacenter/Salaried-PCR-Deadlines.html

Student PCR Deadlines:

http://www.hr.txstate.edu/hrmasterdatacenter/StudPCRDeadlines.html
Additional staff and student PCR processing information:

http://www.hr.txstate.edu/hrmasterdatacenter.html

Please refer to these calendars to ensure your staff and student PCRs are received in the Human Resources Master Data Center prior to the indicated deadlines. PCRs received after the published deadline may prevent your employee from getting paid on time.

Remember, an hourly employee is not able to enter hours worked until the PCR has been processed in the SAP HR system to set up their appointment. For questions, please contact the Master Data Center at 5-2557.

Update to UPPS 04.04.11

With recent changes to UPPS 04.04.11 “University Classification and Compensation” policy the following updates were made:

The criminal history background check is now a part of the job audit process. This means the effective date of a reclassification audit will be no sooner than the first of the month following the month in which 1) Human Resources approves the audit; and 2) the criminal history background check has been completed.

A change in FLSA status will be effective the first actual workday of the month that the audit is approved and the background check is completed.

Update to UPPS 04.04.12

A recent change to UPPS 04.04.12 “Compensation in Excess of Base Annual Salary for Staff” policy now permits exempt employees who teach a class to exceed the 25% limit for teaching an academic class.
Relocation Services for a New Employee

GMS offers free relocation coaching and coordination services. They provide services such as coordinating quotes from moving companies, providing area tours, securing realtor services, providing information about local school districts, and other information relevant to relocation.

Hiring managers can provide candidates with GMS relocation coaching and services by filling out the request form at: http://www.hr.txstate.edu/relocationservicesrequest.html

The department can choose to authorize payment of a pre-determined moving allowance without receipts or reimburse new employees for moving expenses with receipts via an AP1 form.

The candidate may get a quote from one or more of the following Educational & Institutional Cooperative Purchasing moving company vendors:

- Allied Van Lines
- The Graebel Companies
- Mayflower Transit
- North American Van Lines
- United Van Lines

GMS can also help the candidate coordinate with the relocation companies and obtain relocation quotes. This is a helpful service since GMS will do the legwork to schedule the walk through, gather the quotes, and make a recommendation. The candidate can select the company they want to move their personal belongings.

Hiring Managers can find information about the FSS 03.05.04 Moving and Relocation Expenses at: http://www.fss.txstate.edu/policies/03_05_04.html.

Administrative Survey Policy

Texas State University has a policy regarding the conduct of administrative (i.e., non-academic) surveys. Surveys related to the management of the University that will be distributed to large numbers of faculty, staff or students must follow this policy. Surveys conducted for academic research, distributed to a small number of individuals, or used as a classroom teaching exercise are exempted from the policy.
UPPS 01.03.05 provides a definition of what constitutes an administrative survey and sets forth the process by which such surveys are to be reviewed and scheduled by the University Survey Committee. More information about the policy and the review process can found online at http://www.ir.txstate.edu/survey-services/admin-surveys-services.html. Questions about administrative surveys should be addressed to Susan Thompson in the Office of Institutional Research at 5-2386 or susan@txstate.edu.

SAP for Supervisors

PT50 Quota Overview

Did your employee have vacation hours that converted to sick leave at the end of the fiscal year? Do you need to know what their current vacation accrual rate is per month? You can find the answers to these questions by using SAP transaction PT50 - Quota Overview.

Here’s how:

- Log into SAP Portal
- Click on SAP Easy Access tab
- Enter PT50 in the white transaction field box and hit enter
- Enter the employee’s Person ID number and hit “Enter”
- For Quota balances, click “All”, then “Absence Quotas”
- For Accrual information, click “All”, then “Accrual Information”

If your employee converted vacation over the maximum carry over to sick leave, you will see a negative (-) vacation entry dated August 31 and you will see a positive (+) sick leave entry for the same amount dated September 1.

Please contact Selma Selvera (ss24@txstate.edu) in Human Resources (5-2557) if you have any questions.
Employee of the Month - Lindsay Jones

Lindsay Jones, Costume Shop Manager in the Department of Theatre and Dance, College of Fine Arts and Communication was selected as the Texas State Employee of the Month for August 2013.

Lindsay oversees the costume shop employees and construction of the costumes for all the productions by the Theatre Department. She spends most of her time in the costume lab with the students teaching them the skills they will need to work Costumes on a Professional Level. She is an excellent mentor for the students to learn from and a great resource for the students to talk to about their future.

Each and every show provides a new challenge. Lindsay and her crew meet that challenge with limited resources and the goal of pleasing both the designers and the directors of the shows that she works on. Whether it is providing alterations for modern clothing or the creation of a period costume from scratch, Lindsay takes the time to not only oversee the creation of the garments, but makes sure she makes the time to teach the students everything she knows and has learned from her experience. She is realistic with her expectations of her employees and honest with her supervisors about what they can do in the time allotted for each production. She is a rare employee who keeps the big picture in mind while tending to the small tasks that help create it. Lindsay has a combination of professionalism, patience and willingness to go the extra mile for her students and colleagues.

Congratulations, Lindsay, on a job well done and being recognized as the August 2013 Employee of the Month!
Welcome New Employees
We would like to welcome the following employees hired between July 15, 2013 and August 19, 2013

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara B Betts</td>
<td>Academic Advisor I</td>
<td>College of Liberal Arts Advising Center</td>
<td></td>
</tr>
<tr>
<td>Allyson A Lee</td>
<td>CARES Clinic Assistant Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adela A Venable</td>
<td>Grant Specialist</td>
<td>University College</td>
<td></td>
</tr>
<tr>
<td>Danita M Warden</td>
<td>Academic Advisor I</td>
<td>College of Liberal Arts Advising Center</td>
<td></td>
</tr>
<tr>
<td>Corey J Weber</td>
<td>Systems Support Specialist I</td>
<td></td>
<td></td>
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<tr>
<td>Alexis A Guerrero</td>
<td>Grant Specialist</td>
<td>University College</td>
<td></td>
</tr>
<tr>
<td>Andrea Golato</td>
<td>Dean, Graduate College</td>
<td>The Graduate College</td>
<td></td>
</tr>
<tr>
<td>Carol L Wilkinson</td>
<td>Administrative Assistant II Round Rock Campus</td>
<td></td>
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<tr>
<td>Jennifer L Schmerber</td>
<td>Grant Specialist</td>
<td>University College</td>
<td></td>
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<tr>
<td>Zachary P M Durham</td>
<td>Athletics Intern Athletics - Football</td>
<td></td>
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<tr>
<td>Arthur C Humphrey</td>
<td>Systems Support Analyst FI Master Data Center</td>
<td></td>
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<tr>
<td>Laura M Parchman</td>
<td>Grant Specialist</td>
<td>Texas Stream Team</td>
<td></td>
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<tr>
<td>Christopher J Rodriguez</td>
<td>Athletics Intern Strength and Conditioning</td>
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<td></td>
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<tr>
<td>Justin P Recktenwald</td>
<td>Coordinator, Annual Giving Athletics</td>
<td></td>
<td></td>
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<tr>
<td>Cortney L Jones</td>
<td>Grant Specialist</td>
<td>Center for Children and Families</td>
<td></td>
</tr>
<tr>
<td>Elizabeth F York</td>
<td>Child Care Teacher</td>
<td>Child Development Center</td>
<td></td>
</tr>
<tr>
<td>Nora M Taylor</td>
<td>Accountant II</td>
<td></td>
<td></td>
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<tr>
<td>Eliud A Uresti</td>
<td>Grant Specialist</td>
<td>University College</td>
<td></td>
</tr>
<tr>
<td>John C Rahmann Jr</td>
<td>Director, Student Center</td>
<td>Student Center</td>
<td></td>
</tr>
<tr>
<td>Justin R Lewandowski</td>
<td>Administrative Assistant II Health Professions Academic Advising Center</td>
<td></td>
<td></td>
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<tr>
<td>Alissa A Savage</td>
<td>Grant Specialist</td>
<td>Materials Science, Engineering and Commercialization Program</td>
<td></td>
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<tr>
<td>Rachel E Butler</td>
<td>Undergraduate Admissions Counselor</td>
<td>Office of Undergraduate Admissions</td>
<td></td>
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<tr>
<td>Roseanne E Barry-Pryor</td>
<td>Systems Analyst I</td>
<td>Facilities Management</td>
<td></td>
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<tr>
<td>Darcy L Downey</td>
<td>Assistant Athletic Trainer Athletic Trainers</td>
<td></td>
<td></td>
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<tr>
<td>Makeisha S Muwana</td>
<td>Grant Specialist</td>
<td>Educational Talent Search</td>
<td></td>
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<tr>
<td>Ashley D Spicer-Runnels</td>
<td>Student Development Specialist II Dean of Students</td>
<td></td>
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<tr>
<td>Scott J Wilson</td>
<td>Career Advisor</td>
<td>Career Services</td>
<td></td>
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<tr>
<td>Eden B Bunch</td>
<td>Career Advisor</td>
<td>Career Services</td>
<td></td>
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<tr>
<td>Sara J Douglas</td>
<td>Nurse, RN</td>
<td>Student Health Center</td>
<td></td>
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<tr>
<td>Carlos Diaz Jr</td>
<td>Power Plant Operator</td>
<td>Utility Operations</td>
<td></td>
</tr>
</tbody>
</table>
### Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between July 15, 2013 and August 19, 2013.

- **Carmelita Mendoza**, promoted to Accountant III, from Accountant I, Office of Payroll & Tax Compliance
- **Cynthia M Arocha**, promoted to Grant Coordinator from Grant Specialist, Student Support Services
- **Michelle R Nunn**, promoted to Supervisor, Cashier and Billing Operations from Head Accounting Clerk, Student Health Center
- **Jerry Rosado**, promoted to Coordinator, Microcomputer Lab II from Systems Support Specialist I, Computer Science
- **Norma A Belmares**, promoted to Financial Aid and Scholarships Assistant from Dispatcher, Office of Financial Aid and Scholarships
Andrea C Nieto, promoted to Administrative Assistant II from Undergraduate Admissions Processor, Office of Educator Preparation

William T Schneider, promoted to Painter I from Ground Maintenance Worker I, Transportation Services

Crystal G Salinas, promoted to Painter I from Ground Maintenance Worker I, Transportation Services

Shirley A Lipinski, promoted to Accountant I from Cashier, Student Business Services and Bursars

Erica M Alfaro, promoted to Undergraduate Admissions Counselor from Grant Senior Secretary, Office of Undergraduate Admissions

Derek A Hurtado, promoted to Recycling/Waste Management I from Custodian, Grounds Operations

Leticia Gaitan, promoted to Administrative Assistant II from Cashier, Student Business Services and Bursars

Lyda W Guz, promoted to Events Assistant from Administrative Assistant III, University Library

Cathy E Parker, reclassified to Student Records Assistant from Supervisor, Student Record, Registrar

Tammy Gonzales, reclassified to Coordinator, Academic Center from Administrative Assistant III, Center for the Study of the Southwest

Diana E Salami, reclassified to Accountant III from Accountant I, Office of Payroll and Tax Compliance

Louis G DeVirgilio, reclassified to Assistant Director, Round Rock Campus from Supervisor, Systems Services, Round Rock Campus

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Frequently Asked Questions

Benefits:

**Question:** I have an employee who is out on leave without pay, but has been summoned to jury duty. Can an employee use paid leave for jury duty then go back out on leave without pay?

**Answer:** No, an employee must be on a paid status to utilize jury duty. This is similar to the scenario where an employee must be on a paid status the day before a holiday to get paid for the holiday.

**Question:** I signed up for dental insurance during annual enrollment, but I do not see the deduction on my September 3 paycheck. Why is that?

**Answer:** Coverage changes made during Annual Enrollment take effect on September 1, but you will not see the premium deducted until your October 1 paycheck (salary and benefits for the month of September).

**Question:** I applied for Short Term Disability during Annual Enrollment. I have not received a response yet. Am I still able to have Short Term Disability this year?

**Answer:** You will receive a determination letter from Minnesota Life that either approves or denies your request for coverage. If approved, your coverage will automatically begin the first of the month following the date of the approval. Sometimes this takes a few weeks and could go past September 1.

**Question:** Is there an SAP transaction that can be used to determine the designated supervisor for one of the employees in my department?

**Answer:** Your Departmental Time Administrator has access to SAP transaction ZWFTS1. At the SAP Access Menu, enter transaction ZWFTS1 and search by the employee’s Personnel Number (PERNR). The results will display the current supervisor as entered into SAP Org Management. If the supervisor needs to be changed, contact Rosie Olivo (ro03) in the HR Master Data Center.

**Question:** I submitted a Quick Hire PCR but forgot to attach the required support documents. Can I just send the documents by email to the MDC staff and ask them to attach them to the PCR once they receive the form?
Answer: No, due to the large volume of daily PCRs, the staff of the MDC will not be able to scan and attach the required support documents. Once the PCR is received in the MDC, we will return the PCR back to the initiator with a note of explanation. The PCR will need to be resubmitted with attached support documents. Please remember to attach each form separately and use the correct naming convention as outlined on the Document File Name Guide.

Frequently Asked Questions

Compensation and Employment

Questions: Do I need to meet with my employee(s) to discuss their annual performance appraisal?

Answer: Yes. UPPS 04.04.20 requires that supervisors meet with each of their employees to review their performance and discuss their performance appraisal score.

Question: What issues are relevant to filing an official complaint through HR?

Answer: A complaint can be made as an appeal of a verbal or written reprimand. Employees can also file a complaint against general working conditions or specific instances that need to be brought to management’s attention. Complaints must be filed within 10 days of the reprimand or the incident that the employee is concerned about. An appeal of an “at-will” termination is also handled as a complaint.

Question: What does the VP’s and Budget Office’s approval of the job audit requisition in the EASY system represent?

Answer: Their approval means that HR can conduct the requested audit. It does not mean that the department will receive its requested audit result or outcome.

Question: If a classified position is reclassified to a lower level title with a lower pay grade, will the employee need to take a pay cut?

Answer: If the classified employee’s salary would be above the pay plan maximum of the new title the employee would need to take a pay cut to the maximum of the new title.

Question: What are the uniform guidelines on employee selection procedures?

Answer: Hiring manager must make every effort to ensure that all employment selection tools, such as interviews and skills/abilities assessment directly relate to successful performance on the job. In 1978, the Equal Employment Opportunity Commission developed a uniform set of guidelines for employers to follow when using pre-employment testing or other selection
procedures as a basis for any employment decision. These guidelines apply to all selection criteria, including educational requirements, job experiences, and skills test. Hiring manager can find more information at this website:

http://www.eeoc.gov/policy/docs/factemployment_procedures.html

or contact Human Resources Employment Manager.

**Question:** What are some common interview mistakes and their consequences?

**Answer:**

<table>
<thead>
<tr>
<th>Mistake</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unawareness of or inability to deal directly with biases for or against certain types of applicants (stereotyping).</td>
<td>Hiring decisions are made for reasons that may be indefensible.</td>
</tr>
<tr>
<td>Allowing one characteristic or trait of an applicant to be overly influential (either favorably or unfavorably).</td>
<td>Hiring decisions are made for reasons that may be indefensible.</td>
</tr>
<tr>
<td>Concentrating exclusively on the applicant as a person.</td>
<td>The interviewer draws the wrong conclusion about the applicant’s ability to perform.</td>
</tr>
<tr>
<td>Making a decision on the basis of intuition or first impression instead of on analytical judgment.</td>
<td>Candidates who perform well during the interview might be overlooked.</td>
</tr>
</tbody>
</table>

**Question:** What are three rules of thumb for developing interview questions?

**Answer:**

• Ask only for information that will serve as a basis for hiring decisions

• Know how the information will be used to make the decision

• Do not ask for information that will not or should not be used to make a hiring decision

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