

## HAY / Panel INTERVIEW PREPARATION the Do's and the Don'ts

The HAY Analyst / Panel has prepared for this meeting by reviewing the classification descriptions and all the materials you submitted. The HAY Analyst / Panel is familiar with the different classifications within our district and the different program areas in this educational environment.

**Here's how you can prepare for the HAY interview.**

### PREPARING FOR THE INTERVIEW

#### Do's

Discuss your materials with your supervisor/manager prior to the interview.

Focus on the 'out-of-class' tasks/duties.

\*Describe how the office/department environment has changed (include regulations, policies, etc.).

\*Describe how the office/department staffing numbers and levels have changed.

\*Describe how your duties and responsibilities have changed.

Know your job! Know the necessary or required skills, experience and education.

Review your current classification description again.

\*Bring relevant samples (letters, reports, etc.).

Plan to arrive 10-15 minutes before the interview. Plan to meet your supervisor /manager before the interview.

\* If applicable

#### Don'ts

Don't be late.

Don't assume that the HAY analyst / Panel knows all the details about what you do in your job.

Don't refer to jobs and salaries in other districts or industries.

Don't focus on a problem situation, personality conflict, or break in service.

Don't discuss future changes of your job. Only discuss your job as it is now.

Don't discuss workload (because workload is not a part of classification review).

**For further questions, please contact Jeffrey Lumban at x6880.**

## **HAY / Panel INTERVIEW PREPARATION** **the S C R I P T**

**Every job is different and the Hay Analyst / Panel will ask questions specific to your job.  
Below are some general questions that may be asked during your interview.**

Suggestions: Review the answers to these questions about 2 weeks before the interview. Review the answers and the appropriate materials, with your supervisor and/or manager if possible, a day or two before the interview.

**Remember, represent your job responsibilities and duties accurately, as they exist now.**

1. Give me details about how your job duties have changed. Have there been changes in the way you perform your duties? Have there been duties added to your job?
2. Has your department changed due to reorganization? Has your department absorbed additional programs or functions?
3. Has your department changed due to staffing? Do you lead or supervise more or less people? Has the department or office management changed? Is there fewer staff in your department?
4. Has your department changed due to government regulations, District procedures, etc.? Are there different requirements associated to your duties/responsibilities?
5. Please summarize your experience as it relates to these changes.
6. What is the most demanding aspect of your job?
7. Are there still changes taking place in your job? Are you aware of future changes that will take place in your job?
8. If you were to describe your job to another person, what would you say?
9. What has happened, and where have these changes to your job come from?