

BEST PRACTICES FOR INTERVIEWING



Below are resources to help you during your job search. If you have any questions regarding APSA's guidelines for the hiring process, please contact grad@apsanet.org.

APSA ANNUAL MEETING

APSA recommends that job candidates follow the below guidelines when setting up and participating in job interviews at the Annual Meeting:

- Schedule interviews ahead of time.
- Confirm the interview meeting time, date, and location well ahead of the scheduled interview.
- Do not accept an interview that is scheduled in a non-public location. Request that the interview be held in a public space that is agreeable to both parties.
- Prior to the interview, educate yourself on legally permissible interview questions (see [hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/interviewing-candidates/legal-jobinterview-questions.aspx](https://www.hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/interviewing-candidates/legal-jobinterview-questions.aspx)) and what to do if confronted with an illegal interview question (see [thebalancecareers.com/how-to-answer-inappropriate-interview-questions-2061334](https://www.thebalancecareers.com/how-to-answer-inappropriate-interview-questions-2061334)).

ANTI-HARASSMENT POLICY

All Interview Service participants are expected to conduct themselves in accordance with the APSA Anti-Harassment Policy (www.apsanet.org/divresources/policyprocedures) for the Annual Meeting. If you feel as though you have been harassed during an interview or subjected to inappropriate or illegal interview questions, or if you just need someone to talk to, more generally, about your onsite recruitment and interview experience, the APSA Annual Meeting Ombuds (www.apsanet.org/ombuds) is available onsite at the APSA Annual Meeting. To schedule a meeting, email apsaombuds@gmail.com.

ADDITIONAL RESOURCES

- Job Candidate questions: A series of questions APSA has compiled to help job candidates gather valuable information for career decisions (www.apsanet.org/CAREERS/Careers-In-Political-Science/Job-Candidate-Questions-JCQ-Program).
- APSA Status Committees: APSA status committee members (www.apsanet.org/status-committees) are available to speak with candidates who have questions about the general job recruitment experience. Email diversityprograms@apsanet.org.
- APSA Sexual Harassment Resource Page: This resource includes links and information about APSA's annual meeting attendee code of conduct (also known as APSA Anti-Sexual Harassment Policy); Professional Ethics; How to submit a grievance; the APSA Meetings Ombuds; Sexual Assault Hotlines; and suggested strategies for reaching out to relevant campus resources (www.apsanet.org/divresources/sexualharassment).