# Owner Interview Guide and Reference Form

OM-01 | Chapter 3 | Owner and Manager | Version 1.0

Interview each applicant about the actual job. Use the same job related questions and scoring criteria for every candidate. Ask about essential tasks, not diagnoses or personal circumstances.

Write in the spaces or click a blank field to type in Word.

| Candidate and role | Interviewer and date |
|---|---|
| | |

| Item | Evidence and follow up |
|---|---|
| What work have you done that prepares you for this job? | |
| Describe your best and hardest workplace and what you learned. | |
| Which tasks can you do independently? Which need training? | |
| Give a specific example of handling a busy shift, repair, or guest problem. | |
| What would you do if a task were unsafe or outside your authority? | |

**Agreed dates and job requirements to confirm**

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**Candidate questions and next step**

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Do not ask about disability, age, religion, or family plans. Discuss the role, schedule, and essential tasks consistently. Consult current EEOC guidance when an accommodation question arises.


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# Reference conversation

OM-01 | Continued

| Candidate | Reference and relationship |
|---|---|
| | |

**Contact details, permission to contact, and date**

**What work did the candidate do and when?**

**How dependable was the candidate? Give an example.**

**How did the candidate respond to instruction or correction?**

**Would you hire the person again? Why?**

**What needs verification or discussion with the candidate?**

**Interviewer, factual notes, and next step**

Keep notes private and factual. A reference call is not a background check authorization. Follow applicable rules and separate consent requirements for third party screening.


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