

OPM 01-36

DATE: May 25, 2001

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: *Developing and Administering Structured Interviews*

I am pleased to announce the publication of a new manual that we believe will become a core addition to your human resources library, *Developing and Administering Structured Interviews*. This manual, developed by the Personnel Assessment Division of OPM, provides guidance and suggestions that should help both the Human Resources professional and agency supervisors involved in the process of selecting qualified candidates to fill vacancies in state government. I have enclosed a copy of this manual for your review. We will provide additional copies to agencies with statewide operations so that their entire organization may avail itself of this resource. Also, this manual may be downloaded in pdf form at OPM's website: www.state.ok.us/~opm.

The publication of this manual is the culmination of a lengthy process that included a review of current professional literature on the subject of structured interviewing as well as the suggestions of Human Resources professionals throughout state government. The manual includes useful tables, references and appendices that contribute to its value.

Oral interviewing is one of the most widely used selection procedures. Conducted improperly, unfortunately, it can also be one of the most unreliable and invalid methods of selection. Using a structured interview greatly increases the reliability and validity of the interview. Put simply—structured interviews lead to better selection and a more competent workforce.

For questions related to *Developing and Administering Structured Interviews* or for assistance in developing interviews or interview training, contact the Personnel Assessment Division of OPM at (405) 521-6367 or e-mail natasha.riley@opm.state.ok.us.