Preparing for a Classification Interview

When a representative from Human Resources (HR) interviews an employee, it is because the HR representative (or "classifier") is genuinely interested in learning directly from the employee how the work of the position has changed. If the employee is nervous or unprepared, an opportunity for input into the classification review process may be under utilized. For this reason, the following information is provided to help employees understand the classification review process and to provide input. The following tips are provided:

1. **Meet at a Convenient Time**. The HR representative will contact you and schedule a time to meet. It is important to agree to meet at a time when you will be able to concentrate and will not be pressured by the need to respond to work issues.

2. **Meet at a Convenient Place**. Meetings are often scheduled in HR for privacy; however, the meeting can occur in another location where you will not be interrupted. If you meet at your workplace, work with your manager to divert work matters elsewhere during the meeting. If you want to show the classifier specific project items in you work area, then schedule the meeting to occur in you work area. If after you are meeting in HR and it becomes clear that it would be helpful to show the HR representative your work site, an additional meeting can be scheduled.

3. **Review the Position Description before the Meeting**. The same position description that was submitted to HR is the same position description that the representative in HR will be using as a reference document when evaluating the duties and responsibilities of the position in comparison to the CSU classification standards. Reviewing the position description may help you to decide what are the main areas you wish to discuss and if there are any areas in the Position Description that require additional elaboration on your part. You may wish to review the position description with your manager before the interview with HR. If you do not have a copy of the position description, request a copy from either the manager or the HR representative.

4. **Bring Samples of Your Work**. If there are particular work products that clearly demonstrate how the work of the position has changed such as reports or procedures, be sure to provide them as examples to the HR representative. If you realize during or after the interview that there are work products what would help you describe the work of the position, contact the HR representative and send him/her copies of the information.

5. **Be Concise and Accurate**. The interview will usually last only 30 minutes and is rarely more than one hour. Additional meetings can be scheduled if additional time is needed. Regardless, it is important that you be able to share the main changes that have occurred. It is not necessary that every detail of the position be discussed.

6. **Update Your Qualifications**. If you have obtained additional education or certification that is pertinent to the work of the position, be sure to update this information through the review process. If you have gained additional experience which has enriched your ability to perform the work of the position, be sure to refer to it.

7. **Share Any After Thoughts**. Sometimes we remember critical information after a meeting or event has occurred. If after you meet with the HR representative you think of addition information that you would like to share, contact the HR representative via phone.

Next Steps

The HR representative will not be able to make any promises or commitments regarding the classification determination, effective dates, or salary changes during the meeting or after the meeting. This information will not be determined until after appropriate levels of departmental management have been consulted and the appropriate Vice President has authorized the outcome. HR will be able to tell you what the next steps are in the process and answer any questions or concerns you may have regarding the status of the matter.