

INTERVIEW PROCESS CHECKLIST

Week before the Interview:

- Create file of candidate's documents for review: application forms, resume, cover letter, etc.
- Review candidate's application. Determine questions you need to ask about career history: gaps in employment, changes of career, etc.?
- Double-check your questions to see if any could be misconstrued as offensive and/or discriminatory.
- Prepare to answer likely questions the candidate may have for you about the job, the department and the company.
- Be aware of the next steps in the interview/selection process so that you can communicate them to the candidate at the end of the interview.
- Schedule room for interview.
- Coordinate schedules with other interviewers

Day before the Interview:

- Ensure you have schedule timing of interviews for the following day with other participants.
- Check interview room and ensure it is clean, tidy and free from distracting and/or confidential materials.

Day of Interview:

- Arrange furniture in interview room to ensure that candidates will be relaxed and comfortable, and know how to raise/lower room temperature if necessary.
- Notify appropriate colleagues that you will be conducting interviews and therefore should not be disturbed.
- Place 'Do not disturb- Interview in progress' sign on the door of interview room.
- Bring Interview Scorecard and list of Behavioral Questions and candidate file.
- Bring Interview Agenda

After the Interview:

- Review your notes and scorecard and select a final candidate, OR meet with hiring team to review and select a final candidate.
- Proceed with checking references, background checks, MVR, and/or drug screen if appropriate. Eliminate any candidates that have stated qualifications dishonestly or failed to pass check or screens.
- Through the entire interview/selection process, hiring managers should stay in touch with the candidates interviewed via phone and email.
- Decide what offer to make to the final candidate, with the concurrence of management, Human Resources and budget.
- Make formal offer of employment to the selected candidate. Once the offer is accepted, provide the candidate with offer letter and move to onboarding process.
- Send out rejection letters to candidates that were interviewed letting them know a decision has been made.
- Place the remaining candidates in the applicant pool that were not selected for interview at the appropriate "not hired" reason. Place the candidates that were interviewed but not selected at the appropriate "not hired" reason. The only candidates(s) remaining in the requisition will be those hired.



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