

INTERVIEW PROCESS CHECKLIST

Week before the Interview:

- Create a 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.
- Review behavioral interview questions.
- 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 you can communicate them to the candidate at the end of the interview.
- Schedule room or video for interview.
- Coordinate schedules with other interviewers.

Day before the Interview:

- Confirm timing of interviews for the following day with other participants.
- Check interview room and ensure it is clean and free from distracting and/or confidential materials.

Day of Interview:

- Arrange furniture in interview room so candidates will be relaxed and comfortable.
- Notify appropriate colleagues you will be conducting interviews and can't be disturbed.
- Bring *Interview Scorecard* and *list of Behavioral Questions* and candidate file.
- Bring *Interview Agenda*.

After the Interview:

- Review your notes and scorecard to 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.
- 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.
- 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 interviewed to let them know a decision has been made.
- Place the remaining candidates in the applicant pool not selected for interview at the appropriate "not hired" reason. The only candidates(s) remaining in the process will be those hired.