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| INTERVIEW CHECKLIST |

RECRUITMENT INFORMATION

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| **Recruitment #** |  |
| **Class Title (No.)** |  |

AT LEAST FOUR WEEKS PRIOR TO INTERVIEWS

Identify panel members (at least 3)

* *Are panel members familiar with the roles and responsibilities of the position? Note: This does not mean that all panel members must be subject matter experts)*
* *Does your panel have diversity(at least one female, one male, and one person of color)?*

Reserve room(s) for interviews

Provide names and demographic information of panel members to Recruitment Analyst

Develop interview questions and “ideal” responses to these questions

* *Are all questions relevant to the job duties and responsibilities and focused on the knowledge, skills and abilities required of the position?*
* *Are questions behavioral or situational based (i.e. “Describe a time when…” or “How would you handle a situation where…”)?*
* *At least one question on diversity?*
* *At least one question on collaboration?*
* *Are any questions on the “Do Not Ask” list?*

Develop rating/summary sheets

AT LEAST ONE WEEK PRIOR TO INTERVIEWS

Provide logistical information to panel members

* *Location of interviews*
* *Schedule – include times for panel briefings and debriefings*
* *Copy of applications of those to be interviewed and reminder to treat applications as confidential information*

Gather and prepare panel member materials for interviews – copies of applications, interview questions, rating/summary sheets, confidentiality agreement, note taking paper, pens/pencils, etc.

Gather candidate materials for interviews – pad of paper and pens in case candidate wants to take notes, if providing candidates with a copy of the interview questions tape the questions to a table so candidate doesn’t accidentally walk off with the questions

Provide panelists and candidates with parking passes, order catering (breakfast/lunch), if appropriate

DAY OF INTERVIEWS

Room set up

* *Clean, comfortable and welcoming*
* *Post signs indicating room in use (if needed)*
* *Provide water for candidates*

Conduct **briefing** with all panel members

* *Review logistics (schedule)*
* *Review guidelines for conducting interviews and assign roles*
* *Discuss ideal candidate*
* *Discuss interview questions and ideal responses*

Conduct **debrief** with all panel members

* *Discuss candidates and panel recommendations – strengths, opportunity/growth areas, areas to be investigated in further interviews/references*
* *Collect all notes*

WITHIN ONE WEEK AFTER INTERVIEWS

Notify candidates not selected

Notify candidates continuing in the process of next steps, repeat selection process defined above as appropriate

Conduct reference check for final candidate(s)