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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)