# Candidate Interview Checklist

## Checkmark graphic Candidate Name:

[ ]  Confirm with people who will be interviewing the candidate

[ ]  Pick out two or three days/times that work for everyone; set a location

[ ]  Contact the candidate; get commitment for a day and time

[ ]  Send candidate information about the job, the organization, and the interview; be sure they know where to park, if driving. If a meal is involved, find out any food allergies or preferences (vegetarian, etc.)

[ ]  Prepare a standard list of questions, okayed by all members of the committee

* Share the questions with your Human Resources department, if they were not involved in the preparation
* Discuss any potentially illegal questions with HR or your organization’s attorney

[ ]  On the day of the interview, remind the person or people greeting the candidate of their name, and be sure someone knows where to direct the candidate

[ ]  Have a folder for each interviewer with the candidate’s information, and the standard list of questions

[ ]  Give a short introduction to the candidate, tell them about the procedure for the interview and the follow up, including the approximate amount of time it will take.

[ ]  If the interview will be in different places, with different people, throughout a day, be sure one person is assigned to escort the candidate or to be available to answer questions. If a meal is involved, be sure the candidate is either given food or transported to the food.

[ ]  If the interview is longer than 45 minutes to an hour, give directions to the nearest bathroom. Also, give the candidate a bottle of water to drink.

[ ]  Take turns asking questions and writing down answers. Tell the candidate you need notes to accurately capture their interview.

[ ]  Let the candidate answer as they wish; but consider a little prodding if they do not adequately answer a question, to give them the best chance to display experience.

[ ]  Save a few minutes at the end of the allotted time to let the candidate ask questions.

[ ]  Thank the candidate for their time, shake hands, and be sure they know how to get back to their vehicle.

[ ]  Spend a few quick minutes discussing each candidate when the interview is over.