# 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.