

# Interview Checklist



Remember, an interview is a two way process and if you are meeting with a highly prominent person he/she will be judging you just as much as you will be judging them.

It is therefore important to prepare for each interview carefully and spend time getting it right. The following list will help you with this process.

## Interview Checklist

### Preparing for the Interview

- » Once a short list has been established, select a day on a number of days to contact the interviews.
- » Plan sufficient time for each session, with time between each in order to complete your notes on each candidate.
- » Prepare the questions you are going to ask the candidate. Remember they should be open so that the answers are not yes/no.
- » Prepare a brief overview of the company.
- » Book room/office for the period of time of the interviews.
- » Prepare a job specification
- » Pre-warn the telephonist to take all your calls.
- » Pre-warn your secretary that there are to be no interruptions.
- » Prepare the room so that there are no barriers, e.g. desks between you and the candidate.
- » Have pad and pencil at hand.

### The Interview

*Remember: first impressions can be deceptive, do not fall into the trap of pre-judging and possibly missing the best candidate.*

- » Welcome the candidate. Treat him/her as if they were your guest at home.
- » Break the ice - weather, journey etc.
- » Explain the type of interview, its content, how long it may take, so that there are no surprises.
- » Organise coffee/tea.
- » Be prepared to give an interview of the company.
- » Have candidate's personal history at hand.
- » Use prepared question sheet making notes.
- » Keep an eye on the time, do not finish interview abruptly. It is up to you to pace the interview.
- » Do not have the list of applicants in site. This will be threatening.
- » Ask the candidate if he was to be offered the job would he consider accepting. This will save a lot of time if the answer is no.

Conclude the interview by explaining what happens next:

- » You have x more people to see
- » You hoped this to have been concluded by:\_\_\_\_\_
- » You will hear from us by:\_\_\_\_\_
- » If you are successful you will be asked to come back for a final interview, by which stage you will be introduced to\_\_\_\_\_.
- » Lastly thank the candidate for attending. Make them feel important and send them away with a good feeling about you and the company. Even if you have no intention of employing the person on this occasion there may always be a next time.