Interview Outline

Before the Interview

- Review candidate’s application materials & determine any specific clarifying questions
- Notify HR Generalist of candidates selected for interview
- Prepare to provide a realistic job preview—a clear picture of both favorable and unfavorable aspects of the job—through tours of the workplace, job simulations, discussion of unique aspects of the job or aspects of the job that have been rewarding or challenging for other employees
- Prepare interview room
  - Interview questions & evaluation form for each interviewer
  - Water for candidate
- Request confidentiality from departmental staff and interview panel

The Interview

- Introduce candidate to those involved in the interview process, explain why these interviewers were selected
- Notify the candidate of the interview plan
  - Time frame for interviewer & candidate questions
  - Approximate number of questions (if structured interview)
  - Restroom location
- Ask interview questions and questions based on application materials
- Answer candidate's questions
- Give benefits summary to candidate
  - Exempt Staff
  - Non-Exempt Staff
- Answer any salary, benefits, or work schedule questions
- Show candidate the work location
- Advise candidate of anticipated timeline for search finalization
- Thank candidate for coming
- Give candidate business card with your contact information
- Inform candidate of next activity and escort candidate to next location, if applicable (provide break)
- Ensure all interviewers have completed the evaluation form
- Gather candidate materials and evaluation forms from all interviewers

After the Interview

- Check references on top candidate(s) and complete reference check forms
- Notify HR Generalist of selection, providing interview feedback
- Return interview notes and reference check forms to Human Resources