

## Planning the Interview Process



The first significant interaction with the applicant you may hire is the interview. Spend time planning, preparing, and shaping a deliberate interview process. When you complete your interviews, it is important to thank everyone interviewed for the position by phone, email, or letter. To help you start your planning process, the following worksheet outlines important steps for your team to consider.

Planning Steps	Have you done this?	Notes & Next Steps
<b>Plan for the interview</b> <ul style="list-style-type: none"> <li>Review the job requirements</li> <li>Identify core skills needed for performing the job</li> <li>Setup a clear process for applicant review</li> <li>Assemble a diverse interview team</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Prepare for the interview</b> <ul style="list-style-type: none"> <li>Craft open-ended, job-related questions that allow applicants to give examples</li> <li>Write out your questions and assign to interview team members</li> <li>Ensure interview team members have materials needed (e.g. applicant cover letter and resume, interview questions, and assessment rubric)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Shape your interview space</b> <ul style="list-style-type: none"> <li>Find a place where you will not be interrupted</li> <li>For videoconference interviews, make sure everyone's audio and video are working well before starting with questions</li> <li>Allow enough time including time for the applicant to ask questions</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Hold the interview</b> <ul style="list-style-type: none"> <li>Build rapport with applicant</li> <li>Be okay with silence</li> <li>Ask follow-up questions to gain more information and to clarify</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Assess the applicant</b> <ul style="list-style-type: none"> <li>Have you gained enough information to assess the applicant?</li> <li>Allow time to discuss each applicant as an interview team</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	