

# Interviewing Checklist Resource

Each company has their own style and process of interviewing but the end goal remains the same; to find the right talent. Here is a checklist for before, during, and after, to make the most of your interviewing process:

## **Before the Interview Checklist**

### **Scheduling the Interview**

- Inform your recruiter when you would like the interview to be scheduled – time blocks can vary depending on how far into the interview process you are.
  - Have location and meeting attendees predetermined
- Clearly communicate your expectations to your recruiter of any items the candidate will need to have prepared for the interview.
- Review and accept the calendar appointment that your recruiter will send as interview confirmation.
- Clearly inform others that you will be unavailable during this time so there are no distractions.
- Inform your recruiter if there are any unforeseen changes or the need to reschedule.
- If multiple employees are a part of the interview process, request their feedback immediately following the interview.
- Communicate with your recruiter on whether you'll reach out to them or if you prefer them to contact you within 24 hours post interview for feedback.

### **On the Day of the Interview**

- Print and review candidate resume (and portfolio if applicable) at least 30 minutes prior to the interview.
- Print and have the job description on hand for reference during the interview.

### **During the Interview**

Working with a recruiter provides an advantage in the sense that you are already speaking with candidates that have been vetted for the role you are looking to fill. This means that less time can be spent explaining the details of a job description and more time focusing on company culture, a day in the life, and connecting with your candidate.

Taking the time to sell the candidate on why they should want to work for your company is important and necessary. Interviews go both ways and in order to find the ideal fit, both parties should feel like entering into a partnership that will be beneficial.

### **After the Interview**

- Immediately pause to take detailed notes of the interview and share the detailed feedback with your recruiter, either through email or a call within 24 hours. This can help the recruiter fine tune the job search.
- Gather feedback from all interviewers.
- If you would like us to schedule follow up interviews, send details to your recruiter for coordination.
- If you choose to proactively schedule a follow up interview directly, send confirmation details to your recruiter.

Working with us, you have more leeway to leverage our expertise. We will receive feedback from the candidate perspective to further advance the interview process.

