Interview Checklist

Notes

- ❑ Bring:
  - ❑ Applicant's resume _____
  - ❑ Job description/job posting _____
  - ❑ Interview questions _____
- ❑ Avoid interruptions or destructions _____
- ❑ Greet the applicant _____
- ❑ Identify yourself and other staff _____
- ❑ Explain the interview process _____
- ❑ Describe:
  - ❑ Job _____
  - ❑ Department _____
  - ❑ University _____
- ❑ Listen actively and take notes _____
- ❑ Ask:
  - ❑ Job–related questions _____
  - ❑ Open-ended questions _____
  - ❑ Behavioral questions _____
  - ❑ Examples _____
- ❑ Avoid:
  - ❑ Leading questions _____
  - ❑ Yes/No questions _____
- ❑ Stay focused on topic _____
- ❑ Let applicant ask questions _____
- ❑ Discuss:
  - ❑ Salary _____
  - ❑ Start date
  - ❑ References _____
- ❑ Explain next steps/contact info confirmation _____
- ❑ Thank the applicant _____