

Interview Checklist

- I'm the trained and fit person to do the Interview for the position I am interviewing for.
- I reviewed the CV and have a good understanding of the candidate.
- The phone screening is completed before the Interview for suitability and the candidate.
- The list of questions that directly relate to the job's responsibilities includes behavioral and situations questions, are ready for the Interview.
- Get the HR Office to ask six behavioral questions in the Interview.
- At the beginning of the Interview, introduce yourself and outline the interview structure for the candidate.
- Extend professional courtesies at all times of Interview
- Do not talk too much during the interview process; only ask the interview questions.
- Watch nonverbal signals and make a note on the scoreboard if anything is noticeable.
- Check outside the box (Late to the Interview, dressed inappropriately, talking too much, being vague or non-responsive, combative or defensive) and mark in the score sheet.
- Note down all the candidate's responses to your questions in the score sheet and mark them for the outcome.
- Before completing the Interview, ask if the candidate has any questions to ask you and answer the questions.
- Wish the candidate good luck and let them know the outcome will be sent within five working days.
- Send the outcome email to the candidate within five working days.
- Email Roji the score sheet with all interview questions, answers, scores, and the interview outcome.

Keep all of your questions job-related. If you spend the Interview chatting, you may make a hiring decision because you liked the candidate versus whether the person is truly qualified for the job.

The questions the interviewer should be prepared to answer:

- What's the most significant opportunity for this role?
- What's the most challenging aspect of it?
- What does success in this position look like?
- If could you describe your team in few words?
- What type of person works well with this team?
- How did the company determine its purpose?
- Why do people say such and such about your company?