**The Interview Process**

Magical Park Corporation

**Before the Interview**

Determine skills, experience, and other requirements for the open position

Review cover letters and resumes to determine the best candidates

Conduct telephone interview to screen candidates

Perform background checks

Contact applicants’ references

**During the Interview**

Conduct personality and career aptitude tests

Discuss the test results

Discuss the candidate’s past experience as it relates to the open position

Describe the work environment and general company expectations

Confirm candidate’s requested salary and benefits

**After the Interview**

Assess the interview

Determine which candidates to call in for second interviews

Contact appropriate department head to schedule follow-up interviews

Inform all candidates of their application status