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## HR411® Interviewing Checklist

This checklist provides a step-by-step overview of the interview process. Related resources can be found to the right of each step. For more detailed information, read our Interviewing Guide.

**QUESTIONS ABOUT INTERVIEWING?** Contact the [HR HelpDesk](#) to speak with an HR Professional

Interviewing Steps	Related Resources
<input type="checkbox"/> <b>Conduct a phone screen</b> Conduct a brief phone screen to determine if you would like to bring the candidate in for an interview.	<b>Forms:</b> <ul style="list-style-type: none"><li>• <a href="#">Phone Screen Form</a></li></ul>
<input type="checkbox"/> <b>Schedule the interview</b> Schedule an in-person meeting with the candidates that passed the phone screen. Arrange a location free of distractions and plan to spend at least one hour with each interviewee.	<b>Forms:</b> <ul style="list-style-type: none"><li>• <a href="#">Planning the Ideal Hiring Interview</a></li></ul>
<input type="checkbox"/> <b>Set expectations with applicant</b> Prior to the interview, provide the candidate with directions to the worksite, the name(s) of the interviewer(s), a list of any materials they are expected to bring (e.g., a completed application and copy of a resume), and the estimated duration of the interview.	<b>Forms:</b> <ul style="list-style-type: none"><li>• <a href="#">Recruitment Preparation</a></li></ul>
<input type="checkbox"/> <b>Prepare a list of questions</b> Prepare a list of questions consistent with the requirements of the job.	<b>Forms:</b> <ul style="list-style-type: none"><li>• <a href="#">Planning the Interview</a></li><li>• <a href="#">Permissible Questioning</a></li><li>• <a href="#">Sample Interview Questions</a></li></ul> <b>Tip of the Week:</b> <ul style="list-style-type: none"><li>• <a href="#">Permissible Interview Questions Defined</a></li></ul>

☐ **Meet with the applicant**

Introduce yourself and provide the interviewee with a basic outline of what you plan to discuss. Then move on to data collection, asking your prepared list of questions. Let the candidate do most of the talking and don't forget to take notes.

**Forms:**

- [Interviewer Script](#)

**Tip of the Week:**

- [Interviewing Do's and Don'ts](#)

☐ **Complete interview summary form**

Immediately following the interview record overall observations and complete an interview summary form.

**Forms:**

- [Interview Summary Form](#)
- [Applicant Evaluation](#)

☐ **Make selection decision**

Compare and rank candidates. Obtain feedback from other associates who had interaction with the candidate and speak with the candidate's references before making your selection decision.

**Forms:**

- [Reference Check Form](#)
- [Candidate Selection Checklist](#)