Pre-Interview Checklist

In the same way that pilots use pre-flight checklists to make sure they have not forgotten anything important, a pre-interview checklist can help you make the most of the time you have with candidates.

Week before the Interview:

☐ Gather copies of candidate's documents for review: application forms, resume, cover letter, etc.

☐ Review candidate's application. Are there any questions you need to ask about career history: gaps in employment, changes of career, etc.?

☐ Review job description and list required skills and competencies for the position.

☐ Work out the Behavioral Interview questions that you will use to start off discussions for each competency, then list the necessary follow-up questions. If interviewing with a search committee, be sure to agree on the questions that will be asked.

☐ Double check your questions to see if any could be misconstrued as offensive and/or discriminatory. Refer to Handout 5 to review EEOC interviewing guidelines as needed.

☐ Prepare to answer likely questions the candidate may have for you about the job, the department and The University.

☐ Be aware of the next steps in the interview/selection process so that you can communicate them to the candidate at the end of the interview.

Day before the Interview:

☐ Ensure you have schedule/timing of interviews for the following day.

☐ Find out which room you will conduct interviews in, and ensure it is clean, tidy and free from distracting and/or confidential materials.

☐ Have a note pad and pen ready for taking notes.

Day of Interview:

☐ Arrange furniture in interview room to ensure that candidates will be relaxed and comfortable, and know how to raise/lower room temperature if necessary.

☐ Notify appropriate colleagues that you will be conducting interviews and therefore should not be disturbed.

☐ Place 'Do not disturb – Interview in progress' sign on door of interview room.

After the Interview:

☐ Review your notes and select a final candidate, OR meet with search committee to review and select a final candidate. If no candidate is superior, review your applicant pool again for additional candidates or repost the requisition.

☐ Proceed with checking references, background checks, MVR, and/or drug screen if appropriate. Eliminate any candidates that have stated qualifications dishonestly or failed to pass check or screens.

☐ Through the entire interview/selection process, hiring managers should stay in touch with the candidates interviewed via phone and email. Questions from other applicants NOT considered for interview/hire should be referred to Human Resources (bmoses@fa.ua.edu, 205-348-8213).

☐ Decide what offer to make to the final candidate, with the concurrence of management, VP's Office, Human Resources and departmental budget. Complete the approval process for the offer in the system (requisition status will be at 'Ready for Offer').

☐ Make formal offer of employment to the selected candidate.
Once the offer is accepted, provide the candidate with offer letter and new hire forms. Schedule the new employee's start date, complete the PA form, and register them for new hire orientation.

☐ Send out rejection letters to candidates that were interviewed letting them know a decision has been made.

☐ Place the remaining candidates in the applicant pool that were not selected for interview at the appropriate "not hired" reason. Place the candidates that were interviewed but not selected at the appropriate "not hired" reason. The only candidate(s) remaining in the requisition will be those hired.