



Interview Checklist

For Recruiting, Interviewing and Hiring

Most employers are aware that an effective and legally sound pre-employment screening program may well increase the chances of selecting qualified, motivated, dependable employees. To do so, it is essential to have a basic understanding of applicable federal and state laws as well as a sound process for pre-employment screening and interviewing.

This checklist provides a quick overview of the essential steps in making a final decision. While the checklist offers some basic interview steps, it doesn't include detailed explanations. For information about key employment-related legislation, pre-employment selection process suggestions, and several forms to help with various parts of the selection process, visit www.cupahr.org to check out CUPA-HR's **Interview Guide, A Resource for Supervisors and Others Involved in the Selection Process, 6th Edition.**

Part 1: General Considerations

Human Resources

Consult with HR on the fill/back fill of position ___ Meets quota requirements? ___ Meets budget requirements?
Consult with HR on advertising resources. Are there no-cost or discounted resources available?
Verify office space and equipment availability

Legal

Are you following EEOC guidelines?
Are you following state and federal laws and regulations?

Part 2: Defining the Job and Preparing for the Interview

Department

Confirm position description is updated — all knowledge, skills and abilities required to perform the job tasks are identified
Confirm with team that all responsibilities are included and accurate
Prepare to share job description with candidate
Are you following state and federal laws and regulations?
Prepare standard pre-screening and interview questions. Once job description is updated, remember to: ___ Ask all applicants the same questions ___ Develop questions based on each major task and responsibility in position description and on the knowledge, skills and abilities required by the position (prepare questions that elicit more than "yes"/"no" answers) ___ Verify questions are appropriate (for verification, consult legal, HR and other hiring experts)
Select interviewers: ___ Ensure all interviewers have a thorough knowledge and understanding of position and laws
Set up interviews ___ Interviews are scheduled far enough apart not to overlap ___ Set up interview rooms – room is appropriate for conducting interviews
Review resume and/or application of each candidate
Confirm all interviewers have job description and interview questions prior to interviews
Confirm with interviewers and candidates interview date and time just prior to interview

✓ **Part 3: Conducting the Interview**

	Establish rapport – warm greeting, pleasant atmosphere, “small talk”
	Explain interview purpose and set agenda
	Gather predictive information – avoid leading and open-ended questions, make comments, take notes
	Describe the job and the organization
	Answer questions and allow the applicant to add information
	Formally conclude the interview, include telling all candidates that pre-employment screens are conducted, references from finalists are required, and offers of employment are conditional, based on satisfactory completion of pre-employment processes

✓ **Part 4: Conducting Post-Interview Procedures**

	Set up final meeting with interviewers and evaluate information. Make final decision.
	Check references
	Notify applicants of their status after confirming with HR (or budget office, for example, on salary offers)
	Make a job offer (confirm use of standard offer letter)
	Pre-employment background check (criminal, credit) and/or physical
	Collect applicant background data
	Complete any recruitment summary and prepare as well as maintain interview data on file per institution’s requirements
	Notify candidates who were interviewed that they were not selected (for example, via recruitment system, letter, phone) — contact HR for standard rejection letter template
	Contact HR with any additional questions on the recruiting, interviewing and hiring process

NOTES

NOTE: This checklist is not to be interpreted as all-inclusive. Each institution is different and, as such, has specific requirements that must be fulfilled. Please consult your institution’s specialist(s) to confirm these specific requirements.

www.cupahr.org/interviewguide