

Interview Checklist

An interviewer's checklist to prepare, conduct, and evaluate candidate interviews fairly.

Review the Role and Candidate

- ☐ Reread the job description and key requirements
- ☐ Identify the core competencies you must assess
- ☐ Review the candidate's resume and application notes
- ☐ Flag specific points to probe during the interview
- ☐ Align with the panel on who covers which areas
 - Avoid overlapping questions across interviewers.
- ☐ Decide the scoring scale you will use

Build Structured Questions

- ☐ Write the same core questions for every candidate
- ☐ Include behavioral questions tied to real scenarios
- ☐ Add role-specific or technical questions as needed
- ☐ Prepare follow-up prompts to probe deeper
- ☐ Map each question to a competency on your rubric
- ☐ Review questions for fairness and compliance
 - Allowed questions vary; follow local laws and consult HR or legal.

Handle Logistics

- ☐ Confirm the date, time, and time zone with the candidate
- ☐ Book a quiet room or test the video link in advance
- ☐ Send the candidate clear directions or joining details
- ☐ Share the agenda and interview format beforehand
- ☐ Prepare scorecards, notes, and the job description
- ☐ Plan buffer time between back-to-back interviews
 - Rushed transitions hurt the candidate experience.

Conduct the Interview

- ☐ Greet the candidate warmly and explain the format
- ☐ Ask your structured questions in a consistent order
- ☐ Listen more than you talk and probe answers
- ☐ Take clear, specific notes as you go
- ☐ Give the candidate time to ask their own questions
- ☐ Close by explaining the next steps and timeline
 - Candidates value knowing what happens next.

Evaluate the Candidate

- ☐ Score answers against the rubric soon after the interview
- ☐ Use specific examples to justify each rating
- ☐ Assess against the role, not against other candidates' charm
- ☐ Note clear strengths, concerns, and open questions
- ☐ Separate skills evidence from personal impressions

- ☐ Record a clear recommendation with reasoning
Document why, not just yes or no.

Align and Decide

- ☐ Submit your scorecard before debriefing with the panel
- ☐ Compare independent scores before sharing opinions
- ☐ Discuss differences and revisit the evidence
- ☐ Check the decision against the role's must-haves
- ☐ Agree on next steps, additional rounds, or an offer
- ☐ Provide timely, respectful feedback to candidates
A prompt response protects your employer brand.