

# 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.