

RECRUITMENT CHECKLIST - INTERVIEW

<input type="checkbox"/>	Ensure the meeting room is tidy and set up with water
<input type="checkbox"/>	On candidates arrival, advise other interviewers and ensure they are ready to commence
<input type="checkbox"/>	Greet the candidate in reception and walk them to the meeting room (use this opportunity to make some cheerful small talk to put the candidate at ease i.e did they find the location okay, the weather, how their day has been)
<input type="checkbox"/>	Introduce the candidate to the interview panel
<input type="checkbox"/>	Begin by having the interview panel introduce themselves (name, role & department)
<input type="checkbox"/>	Provide the candidate with some brief information on the company and role
<input type="checkbox"/>	Advise the candidate the structure of the interview
<input type="checkbox"/>	Start the interview by getting the candidate to talk through their CV
<input type="checkbox"/>	Ask the prepared behavioural questions - keep to the S.M.A.R.T guidelines and probe where necessary
<input type="checkbox"/>	Ask any further questions
<input type="checkbox"/>	Advise the candidate that you have no further questions and ask if they have any questions they would like to ask the interview panel
<input type="checkbox"/>	Thank the candidate for attending the interview. Advise them of the interview process and how long until you expect to get back to them
<input type="checkbox"/>	Walk the candidate back to reception and thank them again for their time
<input type="checkbox"/>	Get feedback from interview panel
<input type="checkbox"/>	Complete interview form with comments & ratings

