

RECRUITMENT CHECKLIST - PRE INTERVIEW

<input type="checkbox"/>	<p>Create a semi structured interview process This ensures you are evaluating all candidates on the same interview criteria. <i>(i.e phone screening, interview, psychometric testing, 2nd interview, team lunch, reference checks etc.)</i></p>
<input type="checkbox"/>	<p>Identify the interview panel (this should be minimum two people) for the first and second interview</p>
<input type="checkbox"/>	<p>Develop behavioural interview questions that assess skill and cultural fit. <i>These questions are designed to get a sense of how a candidate has conducted themselves in situations similar to what would be required the role you are recruiting.</i></p>
<input type="checkbox"/>	<p>Arrange a meeting with the interview panel</p>
<input type="checkbox"/>	<p>During the meeting cover off</p> <ul style="list-style-type: none"><input type="checkbox"/> The skills, values and behaviours you will be evaluating candidates on<input type="checkbox"/> An overview of the interview questions<input type="checkbox"/> Who will ask which questions to the candidate<input type="checkbox"/> The recruitment process<input type="checkbox"/> A timeline of the recruitment process<input type="checkbox"/> Any expectations (availability, preparation, turnaround etc)
<input type="checkbox"/>	<p>Provide each member of the interview panel a copy of shortlisted candidates CV's (those they will be interviewing). Ensure they are provided with enough time to review prior to the interviews.</p>