













# RECRUITMENT CHECKLIST - PRE INTERVIEW

	<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>
	<p>Identify the interview panel ( this should be minimum two people) for the first and second interview</p>
	<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>
	<p>Arrange a meeting with the interview panel</p>
	<p>During the meeting cover off</p> <ul style="list-style-type: none"> <li> The skills, values and behaviours you will be evaluating candidates on</li> <li> An overview of the interview questions</li> <li> Who will ask which questions to the candidate</li> <li> The recruitment process</li> <li> A timeline of the recruitment process</li> <li> Any expectations ( availability, preparation, turnaround etc)</li> </ul>
	<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>