






RECRUITMENT CHECKLIST -POST INTERVIEW

	Collect all interview panels feedback and ratings
	Once interviews are complete, arrange a meeting to review feedback
	During the review meeting, discuss feedback and ratings as a group, make a decision on next steps (further interview, psychometric testing, references, hiring decision)
	Advise candidates of the outcome of the recruitment process as soon as possible
	Ensure all interview notes and ratings are securely filed away for a period of 7 years