



Pocket-sized checklist: Communicating with applicants at Interview Time

The following is a checklist of reminders created to assist you in communicating with applicants at the time of the interview. You may wish to print a copy of this and refer to it when conducting interviews.

Pocket-Sized Checklist: Communicating with Applicants at Interview Time

Establish Rapport and Explain the Process

(Before Bringing Applicant into Room)

- Greet applicant
- Introduce yourself
- Clarify application / resume
- Explain panel, others interviewing, taking turns
- Explain process, format, order
- Time constraints
- Note Taking
- Note Pad and Use
- Repeat, Rephrase, Paraphrase
- Come back at end of interview Any Questions?

Getting the Interview Started

(Once in the Room)

- Introduce to panel members
- Seat applicant
- Reminders: take notes, use note pad, repeat questions, come back, etc.
- Asking sequence and who starts

Closing the Interview

- Revisiting Questions
- Additional comments from Applicant?
- Past work performance checks
- Salary/Classification changes
- Any special considerations
- Keep it brief
- Decision Time table
- Thank you