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.

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**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?

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**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

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**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