

## Template – Prepare for an interview checklist

Use this template to prepare for an interview. It should ensure that the interviews will be run efficiently and consistently.

Before selection interviews take place, all members of the selection panel should:

Tick when complete	Tasks
<input type="checkbox"/>	Be familiar with the position description of the vacancy.
<input type="checkbox"/>	Understand the selection criteria.
<input type="checkbox"/>	Review applications.
<input type="checkbox"/>	Be familiar with the rating scale applicable to interviews.
<input type="checkbox"/>	Have sufficient copies of interview record pro forma.
<input type="checkbox"/>	Have a copy of standard questions.
<input type="checkbox"/>	Be aware of the way in which the interview is to be conducted (e.g. order of questions, who will ask questions).
<input type="checkbox"/>	Have a pen!

### GENERAL INTERVIEW GUIDELINES

All panel members should be familiar with applicable Equal Employment Opportunity (EEO) legislation and ensure that all candidates are assessed on the basis of merit.

Supplementary questions should comply with EEO principles and be applicable to the selection process (e.g. personal questions like 'are you married?' must be avoided).

Panel members should make appropriate and constructive comments on the interview evaluation form to enable feedback to candidates at a post interview briefing if requested.