



Checklist for the job interview process

The job interview process can be lengthy, but it doesn't have to feel drawn out. With the right preparation, you could make swift progress in hiring the best person for the job.

The process for hiring a new candidate starts long before the interview, involving more than one meeting and multiple stages. Knowing what the job interview process entails will help you be more efficient at evaluating potential new hires and identifying the right person for the position.

Use this checklist to make sure you're prepared for the job interview process from start to finish.

JOB INTERVIEW PROCESS CHECKLIST

1. Screen the applicant(s)

- Before setting up an interview, pre-screen the applicant's qualifications.
- Review their resume and cover letter and see whether it suits the advertised position and its requirements.



- Sort candidates into groups according to their suitability for the position: qualified, meets minimum qualifications and doesn't meet qualifications.
- Phone the candidate and screen them telephonically before meeting them in person.

2. Prepare the interview questions

- It's important to know and list what you'll be asking the applicant, thereby making sure you cover all the necessary information and get the answers you're looking for.
- Avoid 'yes' or 'no' questions.
- **Direct questions** provide specific information; e.g. which accounting courses have you taken?
- **Open-ended questions** encourage applicants to express ideas and information they feel are important; e.g. tell me about your management experience.
- **Situational questions** present job-related situations that applicants would have to deal with. They are used to evaluate a person's ability to recognise the important aspects of situations or problems, analyse them and provide reasonable solutions; e.g. what would you do if the following situation were to arise?

3. The first interview

- Typically, this is a one-on-one interview between the applicant and the human resources manager to find out about the applicant's experience, skills, work history, qualifications and availability.



- Following this interview, any assignments or further documentation required to proceed should be sent to suitable candidates and completed.

4. Background checks

- Verify employment history.
- Verify what you've learned during the interview.
- Obtain employment recommendations.

5. The second interview

- A second interview can be a more in-depth one-on-one interview with the candidate or include other company and/or management members.
- Some companies include the assignment at this stage.

6. The third interview

- By this stage, the list of candidates should be narrowed down considerably, but sometimes a third round of interviews may be necessary to make a final decision.

6. The final interview

- This is the final point of contact in the interview process where you make the candidate a job offer and provide them with written confirmation of the employment proposal.



References:

- Glassdoor.de. (2017). *Arbeiten bei Röhlig Logistics | Glassdoor.de.* [online] Available at: https://www.glassdoor.de/%C3%9Cberblick/Arbeit-bei-R%C3%B6hlig-Logistics-EI_IE1281837.11,27.htm [Accessed 10 May 2018].
- Glassdoor.co.in. (2018). *Thomson Reuters Senior Software Engineer Interview Questions | Glassdoor.co.in.* [online] Available at: https://www.glassdoor.co.in/Interview/Thomson-Reuters-Senior-Software-Engineer-Interview-Questions-EI_IE100303.0,15_KO16,40_IP4.htm [Accessed 10 May 2018].