

Interview preparation checklist

example from Charlie

Role preparation & expectations

- Read the candidate's resume and have it nearby for reference during the interview.
- Review any work samples that a candidate submitted
- Check the job description again to make sure you can discuss the role and its requirements.
- Read through your prepared list of questions to ask
- Refresh your knowledge of your Charlie's mission and structure, as well as the benefits and salary for the position you're hiring for.

Greetings and communication

- Open on a positive note. Greet interviewees on time and make them feel welcome: smile, offer them something to drink and maintain eye contact as much as possible.
- Ease them into the process. Introduce yourself and your fellow interviewers, briefly describe your role and why you're hiring. This helps humanise your hiring process for candidates. Then, ask candidates to introduce themselves or walk you through their portfolio or work samples, if applicable.
- Outline your note-taking technique: let the candidate know that you will be taking notes throughout, and whether this will be typing or hand-written, and ask them to let you know if this is ever off-putting.
- Focus on the conversation. Being distracted by calls or thoughts about future meetings can damage your rapport with interviewees. Instead, focus on what the candidates say.
- Answer their questions. Candidates want to learn about your company and open roles. Give them the chance to ask questions and give them honest and direct answers. Answering questions will also give you the chance to pitch your company to candidates.
- Take your time. If possible, don't schedule anything directly after an interview. Some candidates may have more questions than others and will appreciate more time with you. Rushing candidates out isn't a pleasant way to close an interview.

Fight bias

- Take an Implicit Association Test (IAT.) The first step in fighting biases is becoming aware of them. Harvard's IAT can help you become more aware of your biases.
- Learn how cognitive biases work. Understanding different kinds of bias can help you recognise them when they're at work.

- Think about your unique prejudices. Personal concerns, preferences and experience may interfere with our judgement. For example, if an interviewer believes that overqualified employees will eventually get bored with their job, they may refuse to hire them. That way, they may miss out on talented people who might still have been valuable team members.
- Slow down. Resist the urge to make a decision about a candidate before their interview ends. It's best to make your decisions after you've met all candidates and have consulted your notes.
- Distrust body language cues. Body language isn't an exact science; some non verbal cues may indicate many different things and vary across cultures.

Post interview

- Keep records. Recording and filing your notes helps you as an interviewer since you can refer back to them any time. And your company can also use them in court, in the unlikely event that they face a lawsuit.
- Seek advice. Look for resources online and, if possible, ask more experienced recruiters or interviewers in your company for advice. If you plan to interview often, you could also make a case for attending interview training or workshops.

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