

	INTERVIEW PROCESS: Crafting your dream team from first contact!	See More	Priority	Importance
	Pre-interview: Planning and Preparation			
☐	Identify the number of interview rounds (Preliminary, Technical, Managerial, etc.)		Relevant	
☐	Create an interview panel consisting of relevant team members (If needed)		Relevant	
☐	Create a scorecard with key performance indicators	See More	Relevant	
☐	Prepare a set of generic (Company culture, Psychological, Industry, etc.) and role-specific questions	Example	Relevant	
☐	Decide on the format: Face-to-face or virtual interviews	See More	Relevant	
☐	(Face-to-face): Reserve a quiet and comfortable conference room or office for interviews / (Virtual) Test all technology		Relevant	
☐	Notify the relevant team members about their roles and availability, depending on the interview round and their part		Relevant	
☐	Make a database of all applications received for the position in question, with relevant information about the candidates	Template	Relevant	
	Pre-interview: Candidate Communication			
☐	Send interview invites outlining the date, time, venue (or platform for virtual interviews), type of interview for the virtual interview		Relevant	
☐	Share any materials candidates should review before the interview. (Technical, project-specific, requirements, etc.)		Relevant	
☐	Conduct an additional confirmation of candidate attendance at least 24 hours before the interview, to minimize the chance of no-shows		Relevant	
☐	Provide clear instructions for building entry or virtual platform access - make it easy for the candidate to get into the building		Relevant	
	Interview Execution: Preliminary Stage			
☐	Start by welcoming the candidate and introducing yourself and any other team members present		Relevant	
☐	Offer water, coffee, or other refreshments to make the candidate feel comfortable (if in an office setting)		Relevant	
☐	Briefly outline the structure of the interview so the candidate knows what to expect		Relevant	
☐	Begin with light/casual questions to ease the candidate into the conversation	Example	Relevant	
	Interview Execution: Company and Role Introduction			
☐	Provide a succinct summary of the company's mission, culture, and key achievements		Relevant	
☐	Discuss the specific team and role the candidate is interviewing for		Relevant	
☐	Highlight key projects, technologies, or methodologies relevant to the position		Relevant	
☐	Explain the potential for career growth and professional development within the company		Relevant	
	Interview Execution: Skills and Experience assessment			
☐	Dive into the candidate's resume, asking for elaboration on specific roles, achievements, or skills		Relevant	
☐	Utilize behavior-based questions to assess past performance and predict future behavior		Relevant	
☐	Ask for elaboration and reasoning for the job change, if the candidate is switching companies in the same industry		Relevant	
☐	Use hypothetical scenarios or case studies to evaluate problem-solving abilities	Example	Relevant	
☐	Assess technical skills through quizzes, coding tests, or other role-specific tasks		Relevant	
	Interview Execution: Culture-fit evaluation			
☐	Ask open-ended questions that allow the candidate to express their working style and personality	See More	Relevant	
☐	Observe soft skills like communication and body language, teamwork, and adaptability during the discussion		Relevant	
☐	Share a typical day in the life of someone in the role to gauge the candidate's enthusiasm and overall response	See More	Relevant	
☒	Interview Execution: Closure			
☐	Open the floor for any questions the candidate may have		Relevant	
☐	Clarify next steps, including expected timelines for a decision and feedback		Relevant	
☐	Thank the candidate for their time and express how valuable the discussion was		Relevant	
☐	Offer a way for the candidate to follow up or ask additional questions post-interview		Relevant	
	Post-interview: Evaluation and Scoring			
☐	Score the candidate immediately after the interview to capture fresh insights		Relevant	
☐	Gather scorecards from all panel members (if applicable)		Relevant	
☐	Calculate average scores and rank candidates		Relevant	
	Post-interview: Additional Steps			
☐	Send a thank-you email to candidates for attending the interview, outlining (or repeating in written form) the next steps	See More	Relevant	
☐	Discuss the candidate's performance with the rest of the team involved in the hiring process and arrive at a consensus		Relevant	
☐	Initiate background and reference checks for shortlisted candidates and contact references if needed		Relevant	
☐	Prepare for the next interview round if applicable or move to the job offer stage		Relevant	
☐	Archive interview notes and scorecards for future reference		Relevant	
	Post-interview: Candidate Feedback			
☐	Notify unsuccessful candidates politely and offer to keep them in the database for future opportunities		Relevant	
☐	For successful candidates, send out preliminary offer letters or an invitation to the next step of the interviewing/hiring process		Relevant	
☐	Collect feedback from candidates on the interview process to improve future interviews		Relevant	