



The Must-Have **Interview Checklist** for Hiring Managers





Introduction

Ensuring a positive candidate experience is crucial, regardless of the final hiring decision. Candidates invest time and energy into interviews, and your conduct reflects the company's values and reputation. You can ensure a better interview experience overall by following the checklist below.

Pre-Interview Preparation

☐ Thoroughly Review Candidate Documents

Familiarize yourself with the candidate's resume, cover letter, and any pertinent materials.

☐ Establish a Comfortable Setting

Ensure the interview room is clean, well-lit, and free from distractions of any clutter like used coffee cups or papers to enhance the first impression of professionalism. Provide a tissue box for candidate comfort, as a best practice.

☐ Test Technology in Advance

If it's a virtual interview, ensure that all video conferencing tools and internet connections are working properly to avoid technical issues.



During the Interview Dos

☐ Start Punctually

Demonstrate respect by beginning the interview on time, it sets a positive tone for the rest of the interview and reflects well on the company's culture and work ethic.

☐ Introduce Yourself and the Company

Provide a brief overview of your role and background within the company. Describe the company's mission, values, and core activities. Explain the interview process, including what it will cover and the steps following if both parties decide to proceed.

☐ Set Clear Expectations

Communicate the interview process, structure, and interview panel to the candidate.

☐ Engage Actively

Listen attentively and demonstrate appreciation for the candidate's responses, they should have the proper opportunity to ask questions as well.

☐ Dress Appropriately

Ensure you are dressed professionally to set the right tone and represent the company's standards.

☐ Maintain Professionalism

Display courtesy and politeness throughout the interview by not interrupting, and showing genuine



interest in what the candidate says.

- ☐ **Foster Open Communication**

Encourage a two-way dialogue by welcoming questions from the candidate and providing detailed responses.

- ☐ **Allocate Time for Inquiries**

Ensure there is dedicated time for candidates to ask about the company, team, and role.



During the Interview Don'ts

- ☐ **Avoid Salary Discussions in the First Meeting**

Focus on understanding the candidate's qualifications and fit for the role before discussing salary.

- ☐ **Minimize Interruptions**

Don't make any distractions such as answering calls or checking emails during the interview.

- ☐ **Allow Sufficient Time**

Give candidates the space to think and articulate their responses.

- ☐ **Remain Neutral**

Refrain from making judgments based on appearance, accent, or background.



Inappropriate Interview Questions

- ☐ **Avoid Personal Inquiries**

Steer clear of questions about age, marital status, children or family planning, religion, or political affiliations.

- ☐ **Prevent Discriminatory Queries**

Do not ask about gender, race, or disability-related matters.

- ☐ **Eliminate Irrelevant Questions**

Focus on job-related inquiries that assess the candidate's qualifications.

Wrap-up Phase

- ☐ **Express Gratitude to the Candidate**

Acknowledge the candidate's time and effort spent on the interview.

- ☐ **Outline the Next Steps Clearly**

Explain the post-interview process and expected timelines.

- ☐ **Provide Contact Details**

Offer contact information for any further questions or clarifications.



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