Checklist for Panel Chair: Communicating with Applicants at Interview Time

The following is a checklist of reminders created to assist you communicating with applicants at the time of the interview. You may wish to print a copy of this and refer to it when conducting interviews.

Outside the Interview Room - Establish Rapport and Explain the Process

❑ **Greet Applicant** - Prior to the interview, meet with the applicant outside the interview room in a confidential area. Establish rapport with the applicant, make them comfortable and to advise them about the process.

❑ **Introduce Yourself -** Introduce yourself, your position and your role in the staffing process.

❑ **Others Interviewing -** Explain that there are other people interviewing in addition to yourself, identify them and their positions. Advise that they will be taking turns asking questions (if applicable).

❑ **Process and Format -** Explain that there are a number of questions that will be posed, if different formats are to be used during the interview (e.g. oral presentation? role-play?) and the order in which these activities will occur.

❑ **Time -** Advise the candidate of the approximate duration of the interview and the duration of other activities if applicable (e.g. written tests); that time limits will be monitored and adhered to and that you will advise them when the mid point of the time allotted has been reached. If applicable, advise applicant of the location of a clock available to assist them in monitoring their time.

❑ **Note Taking -** Advise the applicant that panel members will be taking brief notes ("memory-joggers") while they are speaking and this is necessary to record answers to be referred to later.

❑ **Use Note Pad -** Encourage the applicant make use of the pad provided to make notes when questions are being asked or to clarify thoughts before responding.

❑ **Repeat, Rephrase or Paraphrase -** Advise applicants they are welcome to ask a panel to repeat or clarify a question at any time during the interview.

❑ **Come Back -** Advise applicants that if they are unable to answer a question right away, they can ask the panel to come back to it later (if time remaining permits).

❑ **Any Questions?** - Ask applicant if they have any questions before proceeding into the interview room.

Getting the Interview Started:

❑ **Introduce Panel Members -** Once in the interview room, introduce the applicant to each panel member with name and title. (You may wish to have name cards in front of each panel member.)

❑ **Seat the Applicant** - Advise the applicant to take a seat in a designated chair. Allow a minute or two for them to settle and make themselves comfortable.

❑ **Reminders** - Remind the applicant that he/she is allowed to take notes, ask to repeat questions or come back to any questions later; that water is available and that the panel members will be taking notes.

❑ **Asking Sequence -** Introduce the sequence of asking questions starting with the name of the first member.

Closing the Interview:

❑ **Revisit Questions -** If time permits, ask the applicant if they wish to revisit any of the questions.

❑ **Additional Comments** - Ask the applicant if they would like to briefly add anything else.

❑ **Past Work Performance -** Remind the candidate that if they qualify at this stage of the process, past work performance checks will be conducted. Obtain / confirm their references if not already done.

❑ **Anything Special -** Mention any pertinent or special information that might influence a decision to accept or reject an offer (e.g. long hours or overtime required, there is [or is not] a modified work week, extensive travel, etc.)

❑ **Keep it Brief** - Be prepared to answer questions or briefly outline benefits, or commit to discussing at a later date.

❑ **Decision Time Table** - Let the applicant know when you will be making a decision and how they will be advised.

❑ **Thank You** - Thank the applicant for coming and lead him/her to the door and/or escort them to the exit.