

“Pocket-Sized” Checklist: Communicating with Applicants at Interview Time

The following is a “pocket-sized” checklist of reminders created to assist you in 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.

<p><i>Establish Rapport and Explain the Process:</i> <i>(Before Bringing Applicant into Room):</i></p> <ul style="list-style-type: none"> • Greet applicant • Introduce yourself • Clarify application / resume • Explain panel, others interviewing, taking turns • Explain process, format, order • Time constraints • Note Taking • Note Pad and Use • Repeat, Rephrase, Paraphrase • Come back at end of interview • Any Questions? 	<p><i>Getting the Interview Started:</i> <i>(Once in the Room):</i></p> <ul style="list-style-type: none"> • Introduce to panel members • Seat applicant • Reminders: take notes, use note pad, repeat questions, come back, etc. • Asking sequence and who starts <p><i>Closing the Interview:</i></p> <ul style="list-style-type: none"> • Revisiting Questions • Additional comments from Applicant? • Past work performance checks • Salary/Classification changes • Any special considerations • Keep it brief • Decision Time table • Thank you
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