

Steps To Prepare For The Interview

Step

1

Review The Applicants' Documents

- ☐ Review cover letters, resumes, and copies of certificates for qualifications related to the position.
- ☐ Ensure interviewers have copies before the interview.



Step

2

Decide On Interviewers' Roles

- ☐ Agree with all interviewers on what each of them wants to address or target the most during the interview.
- ☐ Write down expectations and distribute a copy to all interviewers.



Step

3

Plan For The Length

- ☐ Entry- or mid-level roles: plan for 45 minutes to 1 hour (10-13 questions & candidates' questions).
- ☐ Senior roles: up to 1.5 hours, consider dividing the interview into two sessions.



Step

4

Communicate All Details With Applicants

- ☐ One person communicates via email all details:
 - Who the interviewers will be
 - How long the interview will take, if there will be evaluation tests and when
 - Interviewing In-person: arrival and parking details, whom to ask for
 - Interviewing virtually: link to join the meeting, any instructions
 - What to bring or prepare
 - A copy of the job posting

