Interview Day Checklist

**On-Campus Interview Day Preparation Checklist**

**☐ Candidate Communication:**

* ☐ Send email to candidate(s) at least [Number] days prior with detailed instructions including:
	+ ☐ Arrival time and location
	+ ☐ Dress code
	+ ☐ What to bring (if anything)
	+ ☐ Interview schedule overview (approximate times and who they will meet with)
	+ ☐ Directions to the building and parking information
	+ ☐ Contact information for any questions
* ☐ Confirm receipt of the instruction email from each candidate.
* ☐ Provide contact information for the day of the interview in case of delays or issues.

**☐ Venue and Logistics:**

* ☐ Book the appropriate conference room(s) for all interview sessions.
	+ ☐ Confirm booking is secured and no conflicts exist.
	+ ☐ Ensure the room is available for the entire duration needed, including setup and potential overlap.
* ☐ Send a calendar invite to all interview committee members.
	+ ☐ Set the committee arrival time for **15 minutes prior** to the scheduled start of each interview.
	+ ☐ Include a brief agenda or overview of the interview format in the calendar invite.
* ☐ **Arrive at least 30 minutes prior** to the first scheduled interview to ensure the conference room is ready:
	+ ☐ Check room cleanliness and tidiness.
	+ ☐ Ensure adequate seating for the committee and the candidate(s).
	+ ☐ Verify any necessary equipment (projector, whiteboard, markers, etc.) is functioning correctly.
	+ ☐ Confirm the room temperature is comfortable.

**☐ Interview Materials:**

* ☐ Prepare and print enough copies of the standardized interview questions for:
	+ ☐ Each member of the interview committee.
	+ ☐ Each candidate (if providing them with a copy).
* ☐ Prepare any candidate evaluation forms or rubrics for the committee members.
* ☐ Have pens and notepads available for committee members to take notes.

**☐ Candidate Comfort:**

* ☐ Provide a bottle of water for each candidate in the interview room.
* ☐ Consider offering other refreshments (e.g., small snacks) if appropriate for your organization's culture.

**☐ Support Staff Coordination:**

* ☐ Confirm the schedule and responsibilities of any individuals assisting with other parts of the interview process (e.g., campus tours, lunch meetings).
* ☐ Ensure these individuals have all necessary information, including candidate names and schedules.
* ☐ Provide clear instructions to tour guides regarding the tour route and key information to share.

**☐ Interview Process Guidelines for Committee:**

* ☐ Prepare and share clear instructions with the interview committee on the process of asking interview questions:
	+ ☐ Emphasize the importance of asking all candidates the same core questions.
	+ ☐ Assign specific questions or sections to different committee members (optional, but can ensure coverage).
	+ ☐ Remind them to listen actively and take detailed notes of responses.
	+ ☐ Provide guidelines on maintaining a professional and welcoming demeanor.
	+ ☐ Explain the time allotted for each interview and the importance of staying on schedule.
	+ ☐ Outline the process for asking follow-up questions.
	+ ☐ Clarify the process for sharing feedback and evaluations after the interviews.
	+ ☐ Reinforce the importance of avoiding biased questions or comments.

**☐ Manager 1:1 Preparation:**

* ☐ Schedule the 1:1 interview slot for the after the committee interviews.
* ☐ Prepare your script to make sure each 1:1 covers the same information.

**☐ Post-Interview:**

* ☐ Have a clear process in place for collecting feedback from the interview committee in a timely manner.
* ☐ Outline the next steps in the hiring process and when candidates can expect to hear back.