**Interview process checklist**

**< INSERT CAMPAIGN NAME >**

|  |  |
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| **Pre - interviews** | **Done** |
| Interview Board selected to include balance of experience, member external to the service. |  |
| Chairperson |  |
| Nominee for reviews or complaints. |  |
| Email to Interview Board and Chair re: Briefing / Interview Skills training module and workshop to be completed / Professional Knowledge Questions / Travel / Accommodation/Interview Platform details e.g. Webex, MS Teams. |  |
| Interview schedule prepared. |  |
| Completed Professional Knowledge Questions received prior to interviews (no interviews to take place unless received). |  |
| Professional Knowledge Questions checked to ensure they relate to knowledge and are appropriate for the role. |  |
| Call to interview letters / success / regret letters drafted for Eligibility / Shortlisting / Interview stages. |  |
| Set up spreadsheet for Benchmarking Report if running large-scale campaigns (data profile of the min, max & average scores for each competency area). |  |
| Candidate Interview Preparation Document. |  |
| **Interview board pack** | |
| ***Board packs sent by secure post / electronic transfer*** | |
| Board Members’ Letter. |  |
| Chairperson Letter. |  |
| Interview Schedule. |  |
| Interview Guide. |  |
| Professional knowledge questions (where relevant). |  |
| Application Forms including General Declarations –in order of the interview schedule. |  |
| Job Specification. |  |
| Applicant Information Document. |  |
| Interview Note Taking Sheets – 7 per candidate, print double sided. |  |
| Interview Marking Sheets (Chair only) – 2 per candidate. |  |
| Interview Guide Tracker (Chair only). |  |
| Candidate Order of Merit Sheet. |  |
| ID Check Sheet (Chair only). |  |
| Conflict of Interest Disclosure Form (If not already returned from eligibility sift). |  |
| Incident Report Form. |  |
| Board Member Survey. |  |
| Self-addressed appropriate and secure envelope for results to be returned HR / Recruiter (Chair only for onsite interviewing). |  |
| Professional Fee Claim Form (Chair only, if relevant). |  |
| Travel Claim Form (Chair only for on-site interviewing, if relevant). |  |
| Door Signs (Chair only) (on-site interviewing). |  |
| Desk Plates (Chair only) (on-site interviewing). |  |
| **Interview board briefing** | |
| ***Key topics covered*** | |
| Chairperson and individual board member responsibilities. |  |
| Questions to reflect the competency headings / skills area outlined in the Selection Criteria. |  |
| Board Members should agree in advance, who will question on which competency heading / skills area. |  |
| Ask all candidates ‘broadly’, the same core questions – probing questions will vary depending on each candidate’s experience. |  |
| Notetaking - Record the key words of questions asked and the candidate’s response, to reflect whole interview (start to finish). Record on the ‘Interview Record Sheet’. |  |
| Summary Comments - Constructive Summary Comments for each criteria underpin the marks awarded. Record these on each candidates’ marking sheet. |  |
| Confidentiality of the entire process including all information received by members of a Board about candidates, interview results, order of merit, and numbers on a panel. |  |
| Board members not to engage with candidates post interview to discuss results. |  |
| Results issue from HR / Recruiter representative. |  |
| Corrections - If there is an error in completing the Marking Sheet, a new sheet will need to be completed. |  |
| Qualifications and Experience - probe the candidates on the relevance, depth and quality of the experience and allocate marks under the relevant skill / competency area. |  |
| Question candidates on their qualification to identify if they have benefited from the course, applied their learning etc. and allocate marks under the relevant skill / competency area. |  |
| Terms & Conditions - If candidates request information on Terms & Conditions of the post, refer the query to the relevant HR / Recruiter representative. |  |
| Mark each skill area individually – refer to scoring guides for knowledge / competency / skill areas as advised by HR / Recruiter representative in conjunction with subject matter experts. |  |
| Interview Boards’ responsibilities to ensure compliance with the Code of Practice and relevant legislation. |  |
| Interviewer Skills E-Learning Programme Certificates for Board Members. |  |
| Brief meeting set up to discuss Professional Knowledge Questions, Competency Questions / housekeeping / to agree roles in relation to Questioning and Note Taking. |  |
| **Interviewing** | |
| Benchmarking session/s to ensure all boards are applying the same standards (large-scale campaigns). |  |
| **Post interview** | |
| ***Interview board documents*** | |
| Board Pack received from Chairperson. |  |
| All relevant documents returned and signed e.g. Marking Sheets and General Declarations (when on-site interviewing). |  |
| Review note-taking sheets, timings, initialled and funnel technique visible. |  |
| **Candidate correspondence (success or regret)** | |
| **Success letter / place on panel (where relevant) including:** |  |
| Marking sheet (copy). |  |
| Panel management rules (where relevant). |  |
| Reminder note - update contact details, recognition of qualifications or other request. |  |
| Appeals and complaints process. |  |
| Candidate survey if applicable. |  |
| **Regret letter (where relevant) including:** |  |
| Marking sheet. |  |
| Appeals and complaints process. |  |
| Candidate survey. |  |