**Interview process checklist**

**< INSERT CAMPAIGN NAME >**

|  |  |
| --- | --- |
| **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. |[ ]