# Employer interview preparation checklist

Use this checklist to make sure that you are well prepared to interview potential candidates.

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| Tick when complete | Tasks |
| [ ]  | Be familiar with the position description of the vacancy |
| [ ]  | Understand the selection criteria |
| [ ]  | Review applications |
| [ ]  | Be familiar with the rating scale applicable to interviews |
| [ ]  | Have sufficient copies of the interview record form |
| [ ]  | Have a copy of standard questions |
| [ ]  | Be aware of the way in which the interview is to be conducted(eg order of questions, who will ask questions) |
| [ ]  | Have a pen! |

## General interview guidelines

All panel members should be familiar with applicable Equal Employment Opportunity (EEO) legislation and ensure that all candidates are assessed on the basis of merit.

Supplementary questions should comply with EEO principles and be applicable to the selection process (for example, personal questions like ‘are you married?’ must be avoided).

Panel members should make appropriate and constructive comments on the interview evaluation form to enable feedback to candidates at a post interview briefing, if the applicant requests feedback.