

Interviewing a New Employee Checklist

Before setting up your interviews to bring in a potential new employee, it's important to be prepared on your end. Make sure you are checking yes to all the questions below before you start to set up interviews with potential candidates.

With this new role you are looking for, work with your team to make sure your job description, job responsibilities and requirements clearly reflect the type of person you are looking to bring on board.

<u>Checklist Questions</u>	YES	NO
1. Have you clearly defined the role you are trying to hire for?	1. <input type="checkbox"/>	<input type="checkbox"/>
2. Has an agenda for the interview been developed?	2. <input type="checkbox"/>	<input type="checkbox"/>
3. Have the objectives and goals been identified for the interview?	3. <input type="checkbox"/>	<input type="checkbox"/>
4. Does the interview focus on what will be expected of the applicant?	4. <input type="checkbox"/>	<input type="checkbox"/>
5. Has past performance of the applicant been thoroughly looked at?	5. <input type="checkbox"/>	<input type="checkbox"/>
6. Are you thoroughly prepared to describe your goals as an organization and provide a clear idea as to where you see it going?	6. <input type="checkbox"/>	<input type="checkbox"/>
7. Are you prepared to discuss the culture of the company to determine the applicant's probability of fitting in with your current team?	7. <input type="checkbox"/>	<input type="checkbox"/>