Interviewer training checklist

Do your interviewers...

☐ Understand your company hiring process and their role in that process?

☐ Know how to prepare for an interview (develop questions, budget time, review resumes, etc.)?

☐ Have the skills needed to conduct an interview that will leave the candidate feeling great about your company regardless of whether or not they get an offer?

☐ Know how to conduct a legally compliant interview?

☐ Know how to provide effective feedback and give a meaningful interview score?

☐ Understand the post-interview process?