

# 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?