

Example Standard Interview Structure

Using our many years of combined interviewing experience, we developed an interview structure that has enabled us to progress multiple candidates through the interview process effectively and efficiently, while ensuring each candidate was assessed against the same criteria to maintain a high level of consistency.

Interview Process

Stage	DRI	Notes
Sourcing / Application Review	Recruiter	Recruiter uses numerous methods to attract suitable candidates to your role.
Recruiter Screen	Recruiter	Recruiter screens interesting candidates to ensure they are appropriate for the role and presents them to the Hiring Manager(HM) for review
Hiring Manager Resume Review	Hiring Manager	Hiring Manager to give a Yes or No response to candidate profiles. 💡 Pro tip: always provide a clear explanation for your decision for wanting to move forward or rejecting the candidate so that the recruiter can calibrate quickly.
Hiring Manager Screen	Hiring Manager	Screen the candidate for suitability with the organization / role and to understand if there is a cultural fit and validate their qualifications and prior experience.
Optional: Take Home Assignment (THA)	Recruiter/HM	HM/Hiring Team to review the candidate's THA.

Main Interviews 3 specialized interviews where topics will vary based on the role the candidate is interviewing for but may include:

<ul style="list-style-type: none"> • Prep Call 	Recruiter	All candidates are prepared by the recruiter prior to their main interviews.
<ul style="list-style-type: none"> • Domain Knowledge & Impact • Technical Screen <ul style="list-style-type: none"> ○ Small Scale Design ○ Large Scale Design ○ Language specific (depending on role requirements) • Culture & Growth 	Interview Team 1 x experienced interviewer with 1 x shadow interviewer in training	Each interviewer inputs individual comments to the ATS on the candidate and indicates if they are a yes or no for hire.
<ul style="list-style-type: none"> • <i>Optional: Final Interview</i> 	<i>Team Lead / Senior Leader</i>	
Reference Checks	Recruiter/HM	Either taken by the Recruiter or Hiring Manager depending on preference.
Hiring Thesis	Hiring Team	This is where we bring together all of the interview feedback for a hire or no hire decision and final sign off
Offer	Recruiter/HM	Our recruiters deliver offers to candidates - you may wish for the HM or Manager to complete this step.