



## **Interview Checklist for Hiring Managers**

(To use, please make a copy.)

### **Before the Interview:**

- ☐ Do you have a structure for the interview?
- ☐ Have you reviewed the job description thoroughly?
- ☐ Have you read the candidate's resume?
- ☐ Do you have essential interview questions prepared?
- ☐ Can you talk about the company's strategy, mission and structure?
- ☐ Can you answer questions about perks and benefits?
- ☐ Who should be part of the hiring team?
- ☐ Have you coordinated with your team to ensure clarity and consistency?
  - ☐ Clarify their focus: Define what they're assessing (e.g., technical skills, culture fit, communication).
  - ☐ Provide context: Share role details, team needs, and what success looks like in the position.
  - ☐ Coordinate with the team: Ensure alignment so there's no redundancy in questions or focus areas among interviewers.
  - ☐ Set feedback expectations: Let them know when and how to submit feedback (e.g., feedback form immediately after the interview) and whether their role is as a decision-maker or a supporting voice.
  - ☐ Additional support: Share available [interviewing resources](#) in the hiring guide. If they're new to the process, offer the opportunity to shadow a more experienced interviewer.
  - ☐ Scheduling: Helping coordinate schedules to ensure availability and full participation.
- ☐ Have you made sure every interviewer has:
  - ☐ The job description

- ☐ A copy of the candidate's resume
- ☐ Correct interview time and location
- ☐ Information about who the candidate will report to and work with most frequently
- ☐ Instructions on interview direction or topic (if decided upon in advance)
- ☐ Basic company info
- ☐ Information on next steps

**During the interview:**

- ☐ Have you communicated the interview format and expectations?
- ☐ Have you created a comfortable and conversational environment?
- ☐ Are you asking good questions?
- ☐ Are you consistent across interviews?
- ☐ Are you taking detailed notes to help choose the right person for the job and mitigate biases?
- ☐ Are you giving the interviewee enough time to talk?
- ☐ Are you ready to answer the candidate's questions?

**After the interview:**

- ☐ Did you express appreciation and align expectations?
- ☐ Did you complete the interview feedback form?
- ☐ Have you made a plan to discuss your thoughts with the rest of the hiring team (if applicable)?
- ☐ How can you improve the hiring process?