Interview Checklist

Recruiting the best candidate is essential to a hiring manager, to a department, and ultimately to the University. This checklist serves as a tool to assist hiring managers when recruiting applicants for available positions. Specifically, this interview checklist serves as a resource guide to follow once the position has closed and applicants are ready for review (SHRA/CSS/DMSS positions) or once the initial screening period has passed (EHRA positions). Our hope is that you will utilize this checklist to ensure an efficient and effective hiring process. For additional information and recruitment resources, please visit the HR website https://humanresources.ecu.edu/, or contact the appropriate HR Employment Consultant at 252-328-9847.

Interview Preparation

	Once the position has been posted, the search committee should meet to develop the ratings matrix. A sample ratings matrix can be found here. The rating matrix should include requirements and attributes of the position and will allow all applicants to be screened consistently. For SHRA/CSS/DMSS positions, the matrix should not include ratings on the minimum requirements as HR only provides applicants who meet the minimums for review. The minimum requirements should be included on the matrix for EHRA positions.
	Plan the interview phase of applicant screening by determining if phone interviews, or videoconference, will initially be used to screen applicants to identify those selected for campus interview (or another plan for interviews).
	The search committee should develop a standard list of questions that will be asked of each applicant for each phase of the interviewing, if multiple interview phases will be used (e.g., phone, videoconference, campus). When developing the interview questions please review the Guidelines for Non-discriminatory Interviewing as well as the Behavioral Interview Questions, located here:
	The search committee should determine the available times for interview as well as secure the interview location. Look to schedule interviews in a manner and location that affords sufficient time and a comfortable environment. Be aware of the potential overlap between candidates. You want to ensure you are offering the utmost of confidentiality in the process.
	Once the search committee has screened all the applicants and determined those to be interviewed, a search committee member may reach out to the selected applicants to set up the interviews. This is a good time to review the position and budgeted salary or salary range with the applicant to confirm their interest in continuing in the search process.
	Send a confirmation email to all applicants being interviewed to confirm the time and location of the interview.

Conducting the Interview

	Once you have welcomed the candidate and established rapport through small talk, explain the process for the interview. Be sure to have each search committee member introduce themselves to the candidate. Please be aware that topics involved family status, religious reviews, and topics that might reveal a candidate's age should be avoided during small talk.
	Follow the pre-determined interview questions. You may ask follow-up questions as needed. Be aware of all state and federal employment laws during the interview.
	After the search committee has asked the pre-determined questions of the candidate, allow the candidate time to ask the committee any questions they might have.

	At this time the search committee should explain the rest of the process such as checking references, criminal background check, and any other pre-employment requirements.
	Inform the candidate of the general timeline for when a decision will be made and how that decision will be communicated.

Post Interview Procedures

	Evaluate your candidates in your respective committee. Use the rating matrix/interview matrix to determine your top candidate(s). Please note that, depending upon department protocol, the committee may be making a ranked or unranked recommendation to the hiring official.
	After you have decided on your top candidate(s) then you should check references. If the candidate is internal to ECU then it is recommended that you review their personnel file with Employee Relations (328-9848). Additionally, if the candidate of choice works at another UNC institution you can also work with Employee Relations to request to review their personnel file.
	Once the interview process is complete and the candidate of choice has been identified, please follow your division protocol for completing the hiring proposal through PeopleAdmin.
	Remember to retain all documents (notes, rating matrix, interview questions, etc.) related the search in a file. These documents must be retained by the hiring department pursuant to the University's record retention policy (currently 3 years).