Guidelines for Interviewing Applicants

- After the application has been screened by at least two people, the Recruitment Coordinator needs to view the screening forms to see if they indicate the applicant should be interviewed.
- If the applicant meets the requirements and the Recruitment Coordinator agrees he or she should be interviewed, call the applicant to set a time to interview. Use the Interview Checklist sheet; be sure to go over all the items on the list (please document all of this on the Applicant Tracking Form).
- Mark the interview date on the interview schedule. Note the interview time, date, and position the candidate is applying for on the Applicant Tracking Form**. All conversations or messages need to be documented on the Applicant Tracking Form as well**. Then place the form in the "waiting for an interview" file.
- If the applicant will not be given an interview, send the applicant a rejection letter. Be sure to personalize the letter, make a copy of it, and put it in the applicant's file.

The Interview

- Before the interview, review the application so you are familiar with the applicant.
- Take Position Descriptions, Interview Overview Packet, Interview Evaluation Sheet, and After Interview Packet with you to the interview.
- The Interview Evaluation Sheet is self-explanatory:

    1. Make sure each person who is interviewing has a Member Interview Evaluation Sheet and has filled out the top.
    2. Make sure to introduce yourself and whomever you are interviewing and tell the applicant your position in the program.
    3. Go over the pre-interview section of the Member Interview Overview Packet.
    4. Then start with the Interview Evaluation Sheet. If the candidate hasn't read the position description, there are copies of it in the Interview Book: Have the person read it. After he or she has read it, start with the questions and take notes in the spaces provided, **but *do not* score them until after the interview is over and the applicant has left**.
    5. After the questions are finished, go over the After Interview Procedures section of the Member Interview Overview Packet.

- When the interview is finished, answer any questions that the applicant has and then explain the process for the position he or she is applying for. If they are IPs, list the positions that the candidate is interested in on the Applicant Tracking Form.
- If applicant is applying for an IP, give or mail the applicant a copy of the IP list if he or she has not already received one.
- Give or mail each applicant an After Interview Packet (be sure to document this in the file).
- Make sure both interviewers finish their evaluations before they discuss the applicant.
- Then, discuss the applicant and come up with a plan of action:

Not a Good Match

If, after the initial interview, the applicant would not make a good candidate for our program, send him or her a Not a Good Match Letter. Fill in the necessary information and put it on letterhead—**do not save the document on the computer when you are done**. Make a copy of the letter and put it in the individual's file. Put the file in the Not a Good Match folder.