HIRING / INTERVIEWING PROCESS CHECKLIST

☑	Step:	Description:	Owner / DRI / Names:
	1	Have a clear job description.	
	2	Determine who will conduct the interviews.	
	3	Seek to have candidates only meet a maximum of 8 people in the process. More entry level 4 people.	
	4	Make sure interviewers are trained on effective interviewing.	
	5	Share assessment RUBRIC with all interviewers and assign one or two elements of the rubric to each interviewer to avoid overlap.	
	6	For more custom or infrequently filled roles, have a kickoff meeting in which everyone gets aligned on the role, the RUBRIC, and their part in the process.	
	7	Potentially, have a first round of three interviews to narrow the field before you ask the entire interview panel to participate. Then, have the remaining three interviewers meet the finalist – ideally, at least 3 candidates – in the final round.	
	8	Conduct a hiring committee or candidate review process to finalize your selection.	
	9	Have the recruiter and hiring manager check the candidate's references.	
	10	Make the offer. Hopefully, candidate accepts.	
	11	Set start date and send onboarding information.	