# Checklist for chairing an interview

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| **Before the interviewee arrives** | |
|  | Check the interview room is set up correctly, any equipment required is working and any refreshments ordered have arrived. |
|  | Ensure each member of the panel has the required paperwork:   * CV or application form * Job Description * Person Specification * Interview Assessment form. |
|  | Ensure the panel are clear on the criteria for assessment and how they should be assessing/scoring each interviewee to ensure fairness and consistency of approach. |
|  | Brief the panel on the interview arrangements and format of the interviews. |
|  | Ensure arrangements are in place to meet interviewees and direct them to the interview room. |
| **Starting the interview** | |
|  | Greet the candidate and introduce them to each panel member. |
|  | Thank the candidate for coming and welcome them, make them feel comfortable and offer refreshments where appropriate. |
|  | Give a brief overview of the format of the interview.  If they are making a presentation explain when this will be. |
|  | Explain that each member of the panel will be asking questions and how this will work (e.g. one panel member asking all their questions at once or taking it in turns). |
|  | Explain that the panel will be taking notes. |
|  | Give a brief overview of the company and the role. |
|  | Explain that the candidate will have the opportunity to ask questions. |
| **During the interview** | |
|  | Co-ordinate questioning. |
|  | Keep the panel and the candidate on track in terms of both time and topic. |
|  | Ask the candidate if they have any questions. |
|  | Ask the candidate if there is anything else they would like to add. |
|  | Check whether the panel have any further questions. |
| **Closing the interview** | |
|  | Explain the next steps of the process. |
|  | Close the interview and thank the candidate for coming. |