

Preparing for an interview checklist (insert organisation / logo)

Before selection interviews take place, ensure that you have considered the following points:

Task	Tick when complete
Be familiar with the job description of the vacancy	<input type="checkbox"/>
Review and understand the selection criteria, especially any essential requirements	<input type="checkbox"/>
Review applications. Avoid making notes on applications. Use the Interview Record template to do this	<input type="checkbox"/>
Be familiar with any rating scale applicable to interviews	<input type="checkbox"/>
Have sufficient copies of Interview Record template	<input type="checkbox"/>
Have a copy of standard interview questions	<input type="checkbox"/>
Be aware of the way in which the interview is to be conducted (order of questions, who will ask questions)	<input type="checkbox"/>
Have a pen!	<input type="checkbox"/>

General interview guidelines

- All panel members should be familiar with applicable Equal Employment Opportunity (EEO) legislation and ensure that all applicants are assessed on the basis of merit.
- Supplementary questions should comply with EEO principles and be applicable to the selection process (e.g. personal questions like “are you married?” should be avoided). Only ask questions that are relevant to job performance.
- Be aware of the ‘next steps’ and be prepared to advise applicants of a realistic timeframe to a decision.
- Advise applicant if you have plans to take notes. Make sure any notes are related to questions, not judgements.
- Ensure suitable time to respond to the applicant’s questions. The applicant should do most of the talking.
- Interviewer(s) should make appropriate and constructive comments on the Interview Evaluation form to enable feedback to applicants at a post interview briefing if requested.

For more information on this topic, refer to **Chapter 2. Attract, Recruit and Select** of *Your Workforce – a guide for Northern Territory Employers*.