

Interview Procedures Checklist

This is a freely distributable tool developed by Daniel Evans of Specialist Economic Advisors.
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INSTRUCTIONS FOR COMPLETING THIS DOCUMENT

- ▶ **COMPLETE USING ALL CAPITAL LETTERS**
- ▶ Complete one form per interviewed applicant.
- ▶ Please ensure you attach applicants resume, questions checklist and any other relevant documentation / notes.
- ▶ Please return the completed form along with the appropriate signatures to Human Resources.

Please review the following guidelines, which provide steps to a more efficient and competitive hiring process. You must contact the Human Resources Department to discuss salary before an offer is made.

APPLICANT AND POSITION DETAILS

| | | | |
|------------------------------|----------------|--------------------------|--|
| Date of Interview | ____/____/____ | Position Interviewed For | |
| Applicants First Name | | Applicants Last Name | |
| Representatives Name | | Representatives Title | |
| Representatives Phone Number | | Representatives Email | |

1. PRE-INTERVIEW PREPARATION

- Contact each applicant by phone to set-up an interview. If unable to contact during normal work hours, make a second attempt before 7:30 am or after 5:30 pm or by email. It is acceptable to leave a voicemail message provided that the answering machine leaves no doubt that the correct number/person has been reached.
- Print off applications, resumes, cover letters, and/or other attached documents of those to be interviewed. Additional screening may be performed by hiring department. If so, contact your HR Rep to finalize selections.
- Review and familiarize yourself with the applications and identify areas that need further clarification during the interview.
- Develop a list of job-related interview questions. Contact your HR Rep for recommendations.
- Review Affirmative Action goals. Contact your HR Rep for assistance.

2. INTERVIEWING CANDIDATES

- Applicants must be evaluated on the basis of knowledge, skills, and abilities required to perform the job. Selection criteria must be established and applied consistently.
- Take notes during the interview.
- Complete and sign the Applicant Interview Record.
- Ensure that the successful candidate has signed their original employment application.
- Maintain confidentiality of interviewees including all records related to the search.

3. INTERVIEW INFORMATION

Give each person interviewed a copy of the job description and discuss the following:

- Pay rate; discuss budget maximum/constraints, band range, and/or reasonable pay expectations.
- Work schedule; normally M-F, 8am-5pm or other schedule as noted on job description.
- A one-year probationary period is required of all individuals newly hired or re-employed in salaried positions by the company. Eligibility for promotion or transfer to positions in other departments is restricted for the first six months of this probationary period.
- Individuals who are newly employed or re-employed at the company will be required within the first three days of employment to present acceptable documents establishing their identity and that they are a citizen or an alien authorized to work in the country.
- Position status; full-time salaried positions of 32-40 hours per week with full benefits (less than 40 hrs-prorated leave); part-time salaried positions of less than 32 hours per week with partial benefits; hourly wage positions are limited to a maximum of 1500 hours per fiscal year (July 1 – June 30) with no benefits.
- Position Restrictions; discuss employment end date.
- Emergency Personnel; requires employee to report to work during emergency situations.
- Position Requirements; discuss required licenses or certifications for the position.
- Eligibility for overtime; discuss if this position is exempt (ineligible for overtime) or non-exempt (eligible for overtime).
- Pre-employment Checks; position may require a driver's record check, criminal history check, and/or medical exam PRIOR to the first day of work. A conditional offer of employment is contingent upon satisfactory completion of the required check or exam. A finding of relevant job-related convictions or failure to accurately reveal convictions on the application may result in termination or denial of employment.
- Employment Status; Discuss appropriate restructuring information with applicant and what their employment status will be at the company.

To complete the Driver's Record Check, please ask the selected candidate to complete the "Driver's Record Check" form which is available on the Company Intranet.

To complete the Criminal History Check (if required), the selected candidate must complete a release of information form which is available on the Company Intranet. Submit the completed form to Human Resources. The check must be completed before the new employee begins work.

4. REFERENCE CHECKING

Reference information received may not be released to the applicant. It is strongly recommended to check references with current and former employers. Refer to the application to ensure authorization to contact current supervisor has been given. If applicant is a current salaried employee, it is recommended that the hiring authority contact their HR Rep to review performance and job related information in the employee's personnel file prior to making an offer.

5. OFFER OF EMPLOYMENT

- Once a final selection has been made, contact your HR Rep for assistance in determining the appropriate salary before making an offer.
- Make offer contingent upon satisfactory results of criminal history check, driver's record check, and/or medical exam if required.
- Initiate a criminal history check, driver's license check, or medical exam if required.
- Confirm the terms of employment with successful applicant and notify unsuccessful applicants, both by letter. Sample letters are available in electronic format on the Company Intranet. Make sure you choose appropriate offer letter for either company employees or independent licensees.
- Once the job offer has been accepted, complete reasons for non-selection for unsuccessful candidates on the Applicant Interview Record and sign.

Reasons for non-selection of applicants must be job-related. The Applicant Interview Record becomes part of the official record for each position vacancy. It is used to ensure compliance with Employment and EOAA policies and is examined in the routine audit of selection decisions and in the investigation of any complaints. If you have any questions about acceptable reasons for non-selection, please contact your HR Rep.

Reasons for non-selection may not be related to:

- Race, sex, age, color, religion, sexual orientation, national origin, political affiliation or veteran status.
- Physical or mental disability that does not interfere with the applicant's ability to perform the essential functions of the job with or without reasonable accommodation.
- Other factors which are not job-related.

6. START OF EMPLOYMENT

- Have the employee complete the New Employee Welcome Checklist
- Have employee complete the Payroll Form on the first day of employment return to the Payroll Office.

7. DOCUMENTS TO BE RETURNED TO THE HR REPRESENTATIVE

- This document with attached resume
- Original signed employment application of successful candidate
- Original signed New Employee Welcome Checklist
- Original completed and signed Applicant Interview Record listing all applicants interviewed and screening criteria
- Copy of reference checking form and notes, criminal check authorization form, drivers check authorization form
- Copy of all signed authorizations
- Copy of the interview questions and interview notes
- Copy of the work sample guidelines and criteria (if applicable)
- Offer letter with original signature of acceptance for successful applicant
- Copies of rejection letters for unsuccessful applicants

8. DOCUMENTS TO BE MAINTAINED BY THE DEPARTMENT

Additional interviewing and selection information is available on the Company Intranet.

- Original interview notes and reasons for non-selection for each applicant
- Original reference check form and notes, criminal check authorisation form, drivers check authorization form
- Departments must retain any screening, interviewing, reference check, and selection notes for a period of three (3) years from the date the position is filled or action completed, then destroyed by shredding.

| | | | |
|----------------------------------|--|------|----------------|
| 1 Hiring Rep Signature | | Date | ____/____/____ |
| 2 Supervisor/HR Signature | | Date | ____/____/____ |