

# Pre Interview Checklist

Use this step-by-step guide before every interview to help stay on track, because creating a consistent structure helps reduce bias and increase fairness.

## Before the Interview

- ☐ Review the job description and requirements.
- ☐ Identify the essential criteria to assess.
- ☐ Plan who will attend the interview and their roles.
- ☐ Block out time for notetaking and scoring.
- ☐ Familiarize yourself with the candidate's resume/application.

## Legal & Inclusive Prep

- ☐ Refresh yourself on legal do's and don'ts (use "What Not to Ask" sheet).
- ☐ Prepare accommodations if requested by the candidate.
- ☐ Use consistent criteria for all candidates.

## Environment Setup

- ☐ Choose a quiet, accessible, and private location.
- ☐ Ensure video link is working (if remote).
- ☐ Avoid distractions or overlapping meetings.

## During the Interview

- ☐ Stick to your structured questions.
- ☐ Take notes, but make sure notes are relevant to essential functions of the job and do not include information not taken into consideration.
- ☐ Leave time for candidate questions.
- ☐ Explain next steps and timeline.

