



# Interview Process Checklist

	STRONG	NEEDS IMPROVEMENT
Define Standardized Process <ul style="list-style-type: none"><li>• Define Timeline</li><li>• Balance Number</li><li>• Organize by Key Competency Expertise</li></ul>		
Train Interviewer(s) & Ensure Alignment		
Minimize and Define "Exercises"		
Communicate Process Clearly		
Utilize Standardized Evaluation Form		
Utilize Behavioral Interviewing		
Celebrate Culture/Growth Opportunities		