

INTERVIEW GUIDE CHECKLIST

Checklist 1: Pre-Interview

How are you going to promote your Employee Value Proposition? (EVP)



Make sure you a) have your “Why Choose Us” Proposition developed and b) work out exactly how you will present this to all candidates you interview for the role.

Are your questions reasonable?



Include behavioural questions that assess skill and culture add of candidates. Ask candidates how they reacted to a past event, rather than how they think they would act to something in the future. Questions like these are designed to show how a candidate has behaved in situations similar to what they'd face at your practice. Download our easy-to-use Interview Guide and be familiar with the STAR Model.

Create an interview structure



Don't jump straight into bombarding candidates with questions, make sure you have a structure to your interview that covers all the main points you want to discuss clearly mapped out.

Have you booked the interview at a good time?



You want to make sure you've booked the interview at a good time. Have you given yourself enough time before and after the interview to collect your thoughts and collate your notes together? We recommend giving yourself at least 20 minutes either side of the interview to prepare.

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Checklist 2: Day of the Interview

Do you have the right attitude?



If you've been having a stressful day in the lead up to the interview, take a break, grab a coffee or step out for some fresh air. You want to go into the interview with a fresh mind to stop yourself bringing any potential frustrations into the room.

Take down notes



Try to note down key points throughout the interview. Even if it's a small note next to a certain part of their CV – you can elaborate on them once you've concluded the interview. You don't want to spend the whole interview distracted by trying to write notes, so just keep them simple and use things that will jog your memory after.

Ask the right questions



Easier said than done, we know, but try to use open-ended, direct questions to get the most out of your candidates. You want to know more about them than what's written on their CV. Ask for examples of their past work or projects, how they manage their time or what they get up to on the weekend which will allow them to openly talk about themselves and give you a better understanding about who they are.

Have you made the recruitment process clear?



At the end of the interview, let the candidate know when they can expect to hear back from you. Follow through with that promise, even if it's just to tell them you need a little more time to decide. Be transparent and let them know the next steps.

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Checklist 3: After the Interview

What's the next step?



If you're still unsure on a candidate or just want another opinion, think about who else they could interview with in your team. It's always good to get a second perspective. Whether that's asking them to come back for a second interview with the practice owner, practice manager or a potential team member.

Follow-up email



It is best practise to send a follow up email either the same day, or the next day after an interview. You don't need to let them know feedback at this stage, or whether they got the job, but just thank them for coming in and outline the following process. You should have already told them but outline again exactly what the next steps are and when they should expect to hear from you again. If you intend to conduct reference checks, let them know. You can download our Reference Check Template to support this phase of the process.

Can you provide constructive feedback?



If after the interview you know that the candidate isn't right for the role, have you gathered enough constructive feedback about how the interview went in order to share with them?

Move Quick!



Obviously, you want to take the time to weigh up your options to make sure you're hiring the right person. But your first choice may also be considering theirs. Once you've decided, extend your offer as soon as possible to avoid losing that top talent to someone else. You can download our Letter of Offer Template to support this offer of employment.