**INTERVIEW GUIDE CHECKLIST**

This template checklist is intended to assist member businesses develop their own workplace checklist. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the checklist. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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## **INTERVIEW GUIDE CHECKLIST**

Job Title: Location:

Applicant: Interviewed By:

Date:

|  |
| --- |
| Introduction checklist |
| 1. Introduce yourself, welcome the applicant and thank him/her for coming.
 | ❒ |
| 1. Explain the role and structure of this interview. Inform the applicant that you will take notes during the interview.
 | ❒ |
| 1. Briefly explain why the vacancy exists.
 | ❒ |
| 1. Place the vacancy in context, providing an overview of the business and its plans plus details of how the vacancy fits into the organisation structure.
 | ❒ |
| 1. Briefly describe the role and responsibilities of the job and provide a copy of the job description if available.
 | ❒ |
| 1. Move towards the specific interview questions.
 | ❒ |
| 1. Remember that assessment and selection criteria must be based on job-related competencies in order to prevent possible breaches of equal opportunity legislation.
 | ❒ |
| Essential criteria | ❒ |
| 1. **[INSERT ESSENTIAL KNOWLEDGE, SKILLS, QUALIFICATION AND EXPERIENCE]**
 | ❒ |
| Desirable criteria | ❒ |
| 1. **[INSERT DESIRABLE KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE]**
 | ❒ |
| Assessment of criteria | ❒ |
| 1. **[INSERT QUESTIONS RELATING TO EACH CRITERION]**
 | ❒ |
| Other questions/discussion | ❒ |
| 1. Allow the applicant time to ask his/her own questions, and to explore/discuss any other issues.
 | ❒ |
| 1. Explain other information about the job, such as salary, working hours, fringe benefits, HR policies, etc.
 | ❒ |
| Conclusion checklist | ❒ |
| 1. Explain next stage(s) of the recruitment/selection process and indicate a time frame for them.
 | ❒ |
| 1. If you intend to contact referees nominated by the applicant (or alternate referees you may nominate), ensure you have the applicant’s permission to do so (alternatively, this question may be asked at a later stage if contact with referees will not be made until a later stage in the recruitment process, for example after a further interview or when a shortlist of candidates has been finalised).
 | ❒ |
| 1. Give the applicant a final opportunity to ask further questions.
 | ❒ |
| 1. Thank applicant for attending and arrange their departure.
 | ❒ |
| 1. Make sure you have completed the Assessment of Criteria section above.
 | ❒ |