



Logistics for Scheduling In-Person Interviews

There are many steps that should be taken to ensure that an in-person interview is successful and a positive experience for both the candidate and interviewer(s). Below is a checklist to guide you through scheduling an in-person interview.

2-4 Weeks Prior to In-Person Interview:

- 1. Develop behavior based interview questions. (HR Employment best practice: Request a customized interview guide.)
- 2. Select who will be involved in the interview(s). (Remember, being selected is an honor, so reserve seats for your top performers.)
- 3. Confirm interviewers' interest and availability.
- 4. Schedule tentative times for interviews on interviewers' calendars. (HR Employment best practice: Schedule and "hold" more time slots than needed to allow for scheduling flexibility.)
- 5. Distribute interview details to each interviewer for review.
 - Position information - JAQ, job posting, etc.
 - Candidate materials – application, resume, cover letter, etc. (HR Employment best practice: Include the "Application Review Checklist" tool for interviewer use.)
 - Finalized interview questions.
- 6. Assign each interviewer specific interview responsibilities, for example:
 - Greet and escort the candidate.
 - Open and close the interview.
- 7. Schedule and reserve interview room(s).
 - Arrange for access to the room 15-30 minutes before and after each interview for set-up and additional time if needed.
 - Schedule a 15-30 minute break between multiple interviews for both the interviewer(s) and the candidate.
 - If the candidate is scheduled to be on campus for longer than 4 hours consider providing:
 - Break rooms where the candidate can leave their belongings, take breaks, and have access to a computer and phone.
 - Meals, snacks, and/or beverages.
- 8. Call candidates to schedule interviews. (HR Employment best practice: Use the "Conversation for Scheduling Interviews" tool.)
- 9. Send a follow up e-mail to each candidate with the interview details as a confirmation.
- 10. Confirm interview details with each interviewer.

One Day Prior to In-Person Interview:

- 1. Confirm reservation of interview room(s).
 - Ensure room is set up appropriately.
 - Place a "Do not disturb, interview in process" sign on door.
 - If room has a phone turn on the "do not disturb" function.
- 2. Copy materials that you would like to share with candidates:
 - Page 2 of the Job Analysis Questionnaire (JAQ).
 - Department/College information, for example organizational chart.
 - HR Employment's Exceptional Benefits Overview tool.
 - Candidates' applications so that they can sign and confirm during the interview.
- 3. Remind interviewers to turn their cell phones off during interviews.

For additional assistance, please contact a member of your HR Employment Team:
<http://www.uky.edu/hr/employment/hiring-officials/hiring-enhancement-program>