Candidate Name: **Position Title:**

Interview Date: **Interview Time:**

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Interview Checklist

	TASK	DATE
✔	**Before the Interview**	MM/DD/YYYY
	Job Description Created	
	Job Ad Created	
	Organization Chart Created	
	Application Received	
	Resume Received	
	Cover Letter Received	
	Interview Scheduled ● Location: _____ ● Interviewer: _____	
	Candidate Emailed Two Days Prior to Interview ● Video Link Provided (if online interview)	
	Interview Questions Prepared	
✔	**After the Interview**	MM/DD/YYYY
	Interview Notes and Evaluation Completed	
	Follow-Up Email to Candidate Sent	
	Skills Assessments Sent (e.g., Excel Test)	
	Sample Work Assignment Sent (e.g., Web Design Project)	
	Job Offer Letter Sent	
	Rejection Letter Sent	
	Additional Notes	

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	Use this space to document notes regarding the candidate.	