

Candidate Name:  
Interview Date:

Position Title:  
Interview Time:



---

## Interview Checklist

	TASK	DATE
✓	<b>Before the Interview</b>	MM/DD/YYYY
	Job Description Created	
	Job Ad Created	
	Organization Chart Created	
	Application Received	
	Resume Received	
	Cover Letter Received	
	Interview Scheduled <ul style="list-style-type: none"><li>• Location: _____</li><li>• Interviewer: _____</li></ul>	
	Candidate Emailed Two Days Prior to Interview <ul style="list-style-type: none"><li>• Video Link Provided (if online interview)</li></ul>	
	Interview Questions Prepared	
✓	<b>After the Interview</b>	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	

**Candidate Name:**  
**Interview Date:**

**Position Title:**  
**Interview Time:**



---

	<b>Additional Notes</b>	
	Use this space to document notes regarding the candidate.	