Australian National University

Interview Planning Checklist

Recruitment records should be professional, evidence-based and job-related. Notes and documentation may be retained as official University records and may be subject to review or disclosure under applicable legislation and University requirements.

Before the Interview

☐Ensure the online PULSE module "**Selection Committee Chair Training**" is completed
☐ Review the Indigenous Recruitment guide for identified Aboriginal and/or Torres Strait Islander roles
☐Confirm selection committee members and availability
☐ Review applications and shortlist candidates
☐ Declare and manage any conflicts of interest
☐ Schedule interviews and send invitations
☐ Book meeting room or set up virtual meeting link
☐ Arrange any candidate support or reasonable adjustments
☐ Agree on interview questions and the assessment approach, ensuring candidates with different experiences and backgrounds have equitable opportunities to demonstrate their capabilities

During the Interview

☐ Allow candidate time with questions prior to start of interview
☐ Provide water, pens and paper in room for candidate attending in person
☐ Introduce panel members and explain the interview process
☐ Provide an overview of the role and ANU
☐ Ask all candidates the same core questions
☐ Use follow-up questions where clarification is needed
☐ Take objective notes based on evidence provided, focusing on demonstrated skills, capability and potential relevant to the role
☐ Allow time for candidate questions
☐ Explain next steps and anticipated timeframes

Assessment

☐ Complete individual candidate assessments promptly and as relevant with any conflict management plan conditions
☐ Evaluate candidates against the selection criteria
☐ Consider the full range of relevant skills, knowledge, experience and potential demonstrated by each candidate before making a final recommendation
☐ Reach a panel recommendation based on evidence
☐ Document reasons supporting the outcome
☐ Ensure assessment notes are factual, objective and free from personal opinions, assumptions or bias

Referee Checks

☐ Contact referees for preferred candidate(s) following confirmation with candidate of referees details and preparedness to support a reference check. A referee template can be found here.

☐ Document referee comments and outcomes, noting if one referee is a current supervisor

Finalisation

☐ Confirm preferred candidate recommendation and an anticipated start date

☐ Complete recruitment documentation (refer to link here)

☐ Ensure interview notes and records are retained appropriately

☐ Provide feedback to unsuccessful interviewed candidates to support a positive candidate experience.