

# Checklist: interview prep

---

Use this to get everyone ready for an on-site interview, including team members and candidates.

## Pre-interview email

- ✓ Thank candidate for coming in on (reconfirm date and time)
- ✓ Confirm position title
- ✓ Attach job description
- ✓ Provide interview location (include map and parking details)
- ✓ Supply name of person to contact upon candidate's arrival
- ✓ Include instructions on accessing the building/floor (if needed)
- ✓ Provide links to interviewers' LinkedIn profiles and titles
- ✓ Describe attire (formal interview, business casual, casual)
- ✓ Request additional materials (copies of resumes, references, writing assignment, work samples, etc.)

## On-site interview

- ✓ Welcome card in conference room
- ✓ Interview snack kit (includes water, snacks)
- ✓ Printed interview agenda with scheduling
- ✓ Any promotional materials (pens, notepad, T-shirt, etc.)