

# Hiring Manager Interview Process Checklist

## 1. Before the Search Begins

- ☐ Clarify the 12-month success vision for the role.
- ☐ Identify top 3-5 outcomes expected in the first year.
- ☐ List required skills, experiences, and personal traits.
- ☐ Distinguish between must-haves and trainable attributes.
- ☐ Create a clear rubric (1-4 scale or similar).
- ☐ Align rubric categories to the role's core competencies.

## 3. During the Interview Process

- ☐ Screen resumes against rubric criteria & must-haves.
- ☐ Conduct recruiter or hiring manager screen (focus on must-haves).
- ☐ Ensure interview stages are well-defined to the candidate.
- ☐ Distinguish between must-haves and trainable attributes.
- ☐ Share candidate background and resume ahead of time.
- ☐ Confirm interviewers have their question set.
- ☐ Emphasize note-taking and rubric-based feedback.

## 2. Before First Interview

- ☐ Provide interviewer training (behavioral & bias) or access to resources.
- ☐ Share rubric with the interview team.
- ☐ Include a mix of direct teammates and cross-functional partners.
- ☐ Limit to 4-6 core interviewers.
- ☐ Assign clear focus areas to each interviewer.
- ☐ Assign or design any take-home, case, or live assessment.
- ☐ Brief panel on rubric expectations and interview goals.

## 4. After Interviews

- ☐ Schedule the debrief within 24-48 hours post-on-site.
- ☐ Ensure everyone submits written feedback before the meeting.
- ☐ Facilitate roundtable feedback before giving your own opinion.
- ☐ Discuss information gaps and next steps.
- ☐ Align decision to rubric and debrief feedback.
- ☐ Check references (if applicable).
- ☐ Prepare offer with recruiter or HR team.
- ☐ Ensure final call addresses any remaining candidate questions.