

Interview process policy template

Policy brief & purpose

This policy aims to provide clarity, structure, and fairness to the interview process at [Organization Name], ensuring that we consistently identify and onboard the best talent aligned with our values and objectives.

Scope

All recruitment activities and roles within [Organization Name].

Policy Guidelines

Interview process

Our interview process begins with a collaborative meeting between the hiring team and our recruiters to align on the role's requirements. Once the job is posted, the initial interaction with potential candidates typically takes the form of a screening call or a one-way video interview.

This is followed by a cognitive assessment and a role-specific assignment to gauge their practical skills. The next phase involves a detailed interview with the hiring manager, where we use a scorecard for consistent evaluation. Candidates then engage with our senior leadership, allowing us to assess their strategic fit with our company's vision.

Before finalizing our decision, we conduct reference calls to gain insights into the candidate's past performance. The process concludes with successful candidates receiving an offer letter.

Things to avoid

As interviewers, it's crucial to maintain professional boundaries and avoid certain topics:

Previous employers: While it's acceptable to discuss reasons for leaving a past job, refrain from engaging in negative talk about former employers. If a candidate veers into unprofessional territory, redirect the conversation to more relevant topics.

Personal matters: Avoid delving into personal topics unless the candidate brings it up in a context relevant to their career. Remember, if it's not a topic you'd discuss in a professional meeting, it's likely inappropriate for an interview.

Sensitive topics: Politics, religion, and other controversial subjects have no place in interviews.

Overly casual conversations: While building rapport is essential, the primary focus should be on professional matters. Ensure the discussion remains centered on the role and the candidate's qualifications.

Avoiding conflicts: Encounters with challenging candidates are inevitable. Regardless of their behavior, always remain calm, professional, and steer the conversation back to the job at hand.

Conclusion

[Organization Name] is committed to a transparent, fair, and comprehensive interview process, ensuring that we bring onboard individuals who resonate with our values and contribute to our vision.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor maxhr will assume any legal liability that may arise from the use of this policy.