THE 100

Building Blocks for Business Leadership

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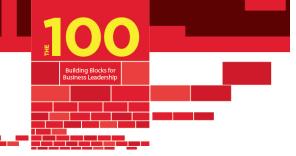**Interviewee Checklist**

TOM SALONEK

Downloads

How to Use this Download

- As noted in the interview tracking funnel download, today we manage our interview process with an add-on to our CRM system.

- If you don't have a CRM or the technical muscle to create checklists/workflows, use this form to ensure a consistent process as applicants move through your interview steps.

Interviewee Checklist

Name: _____

Position: _____

Referral Source: _____

Resume - Date Received _____ Proceed ☐ YES ☐ NO

Date		Proceed	
1 _____ Entered in CRM		☐ YES	☐ NO
2 _____ Technical Background Email		☐ YES	☐ NO
3 _____ Technical Exam		☐ YES	☐ NO
4 _____ Work Background Interview		☐ YES	☐ NO
5 _____ Direct Manager Interview		☐ YES	☐ NO
6 _____ Personality/Fit to Job Assessment		☐ YES	☐ NO
7 _____ Team Interview		☐ YES	☐ NO
8 _____ Background Check		☐ YES	☐ NO
9 _____ Welcome Package/Flowers		☐ YES	☐ NO
10 _____ 30, 60, 90 day check-ins set up		☐ YES	☐ NO

Notes:

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