

Interview Recommendations for Sites

PRE-INTERVIEW

- Reach out to applicants and ask if there are ways to make the interview or correspondence with them more accessible (if they need any accommodations or have additional things you need to consider).
 - This could mean using accessible font style, size, colors, etc. It could also include turning up the volume on your end if the interviewee is hard of hearing, turning up the lighting on your end if the interviewee needs to be able read lips, using the transcript option via Zoom or putting longer questions into the chat, etc.
 - Check out this resource "[6 Best Practices for Creating an Inclusive and Equitable Interview Process](#)" from Harvard Business School.
- Establish interviewee expectations: virtual platform links, phone number, communication back-up plan, and clear instructions.
- Update **Kintone** records with "Interview Scheduled" for each applicant. 
- Contact applicants within two weeks of sending interview invitation. For interviews scheduled in later January, make a plan to keep applicants engaged throughout the match process.

INTERVIEW

- Log in prior to interview to test technology.

Ensure strong internet connection with a fully charged battery.

- All interviews should be a minimum of 30 minutes.
- Prepare a communication back-up plan. Anticipate technical issues and make a plan for communication with an applicant who is late - ensure the applicant is aware of the plan as well. Don't assume the applicant is not coming. After five minutes, reach out to the applicant.



POST-INTERVIEW

- Stay connected! Reach out to the applicants throughout the process. If the interview is in December, find ways to keep your site fresh in the applicant's mind in January, prior to ranking.
- Update **Kintone** records with "Ranked" and the ranking number for each applicant you are ranking in this process.

Have fun! Be present with the applicants and good luck to all!