**SECOND/THIRD INTERVIEW CHECKLIST**

**SECOND INTERVIEW:**

**\_\_\_\_\_ GREET APPLICANT**

**\_\_\_\_\_ OFFER COFFEE, TEA, BATHROOM**

**\_\_\_\_\_ TOUR AROUND OFFICE (public upscale areas)**

**\_\_\_\_\_ HAVE APPLICANT FILL OUT APPLICATION**

**\_\_\_\_\_ TAKE TO OFFICE AND ASK ANY ADDITIONAL QUESTIONS NOT ASKED ON THE FIRST PHONE INTERVIEW, CHECK THAT RELEASE TO TEST HAS BEEN SIGNED ON APPLICATION AND APPLICATION IS COMPLETE. ASK SECOND INTERVIEW QUESTIONS. THIS IS THE TIME TO APPROACH SALARY AND HOURS**

**\_\_\_\_\_ IF WANT TO PROGRESS TO NEXT LEVEL OF INTERVIEW: tell applicant that you have a multistep hiring process. The next step would be pre-employment testing and get this scheduled**

**\_\_\_\_\_ IF YOU DO NOT WANT TO PROGRESS, THANK THEM FOR THEIR TIME AND TELL THEM YOU HAVE A MULTISTEP HIRING PROCESS WITH MANY INTERESTED APPLICANTS.**

**\_\_\_\_\_ FILL OUT JOB CANDIDATE EVALUATION GRID AND ATTACH ALL CANDIDATES PAPERWORK TOGETHER OR PUT IN A FILE FOLDER**

**THIRD INTERVIEW:**

**\_\_\_\_ GREET APPLICANT**

**\_\_\_\_ PRE-EMPLOYEMENT TEST**

**\_\_\_\_ SPEND 5-10 MINUTES AFTER TESTING TO ANSWER ANY ADDITIONAL QUESTIONS THEY HAVE AND YOU MIGHT HAVE**

**\_\_\_\_ ASK FOR REFERENCES**

**\_\_\_\_ IF YOU WANT TO MOVE FORWARD, THANK THEM AND TELL THEM YOU WILL MOVE FORWARD WITH REFERENCES AND THAT THEY HAVE DONE WELL SO FAR IN YOUR MULTISTEP PROCESS**

**\_\_\_\_ IF YOU DO NOT WANT TO MOVE FORWARD THANK THEM AND TELL THEM THAT YOU HAVE MANY CANDIDATES TO WORK THROUGH AND HAVE A MULTISTEP PROCESS**

**\_\_\_\_ ADD DATA TO JOB CANDIDATE EVALUATION GRID**

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**REFERENCES:**

**\_\_\_\_ CHECK APPLICANT REFERENCES. NEVER EVER VIOLATE THIS STEP**

**\_\_\_\_ ADD DATA TO JOB CANDIDATE EVALUATION GRID**