

Interview scheduling checklist



Effective interview scheduling can make or break the candidate experience.

Follow this checklist to ensure your scheduling process is smooth and hassle-free for everyone involved.

- ☐ Confirm the availability of all interviewers.
- ☐ Select appropriate interview formats (in-person, video, phone).
- ☐ Send interview invitations to candidates, including details and instructions.
- ☐ Coordinate time zones if interviewers or candidates are in different locations.
- ☐ Block time on interviewers' calendars to avoid conflicts.
- ☐ Prepare backup interviewers in case of last-minute changes.
- ☐ Share the interview agenda and key topics with all participants.
- ☐ Ensure candidates have the necessary links or directions for the interview.
- ☐ Set reminders for both interviewers and candidates.
- ☐ Prepare a list of questions and evaluation criteria for interviewers.
- ☐ Test video conferencing tools in advance (if applicable).
- ☐ Ensure candidates have completed any pre-interview assessments.
- ☐ Confirm that interview rooms or virtual meeting spaces are booked.
- ☐ Arrange for any required technical support or accommodations.
- ☐ Send a final confirmation to candidates the day before the interview.
- ☐ Follow up with candidates promptly after the interview to provide the next steps.