

## How to get the most out of interviews checklist

Do you have a...

<b>1</b>	Sample invitation for interviews outlining expectations	<input type="checkbox"/>
<b>2</b>	Candidate Assessment Form	<input type="checkbox"/>
<b>3</b>	Record of interviews: First Impressions	<input type="checkbox"/>
<b>4</b>	Record of interviews: Phone Interview	<input type="checkbox"/>
<b>5</b>	Record of interviews: Interview Questionnaire	<input type="checkbox"/>
<b>6</b>	Letter to inform at each stage of the process	<input type="checkbox"/>

Having these policies and procedures in place will provide a great framework for running your business successfully. They will also ensure you are complying with employment law and following them will ensure a fair process.

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