



## PA Interview Checklist

Action	Tick	Notes
Choose an appropriate shortlisting method to avoid discrimination		
Set date/s for interviews		
Arrange a venue for the interviews		
Decide if you would like someone to help you interview candidates. Who will this be?		
Invite candidate to interview. Provide confirmation in writing.		
Ask the candidate to bring proof of their identification (Immigration Asylum & Nationality Act 2006)		
Has the candidate confirmed their intended attendance?		
Prepare questions for the interview		
Decide who will ask which questions		



Remember to have facts about job available during the interview – hours, holiday, pay, sick leave etc		
How will the answers be recorded at the interview and who will do this?		
Decide how you will inform successful / unsuccessful candidates and tell candidates about this procedure at the end of the interview?		
On the day of the interview are you fully prepared? Is the room comfortable, is there water available?		