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**Interview Checklist**

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|  | **TASK** | **DATE** |
| ✔ | **Before the Interview** | MM/DD/YYYY |
|  | Job Description Created |  |
|  | Job Ad Created |  |
|  | Organization Chart Created |  |
|  | Application Received |  |
|  | Resume Received |  |
|  | Cover Letter Received |  |
|  | Interview Scheduled   * Location: * Interviewer: |  |
|  | Candidate Emailed Two Days Prior to Interview   * Video Link Provided (if online interview) |  |
|  | Interview Questions Prepared |  |
| ✔ | **After the Interview** | MM/DD/YYYY |
|  | Interview Notes and Evaluation Completed |  |
|  | Follow-Up Email to Candidate Sent |  |
|  | Skills Assessments Sent (e.g., Excel Test) |  |
|  | Sample Work Assignment Sent (e.g., Web Design Project) |  |
|  | Job Offer Letter Sent |  |
|  | Rejection Letter Sent |  |

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|  | **Additional Notes** |  |
|  | Use this space to document notes regarding the candidate. |  |