

# Mission Township Interview Checklist



**This checklist is intended to guide the interviewing process to ensure compliance with major requirements of Minnesota and federal law and town policies. Any questions should be directed to the designated board supervisor for the area or the town board.**

**For all positions for which the town board is the interviewing panel, the town board chair is responsible for leading the interviewing process, unless another supervisor is designated. For all other positions, the designated board supervisor is responsible for leading the interviewing process.**

## **Instructions for Interview Panels:**

- **Ask the assigned interview questions.**
- **Observe and listen closely to the responses provided by each applicant.**
- **Take appropriate notes.**
- **Complete the Interview Panel Rating Form and participate in the selection decision.**

## **Section 1 – Pre-Interview Process**

	Notify applicants of their assigned interview date and approximate time.
	Ensure applicants have received a copy of the approved job description.
	Select the interview questions and assign to Interview Panel members.
	Provide Interview Panel members with copies of applications and resumes.
	Review the general guidelines for conducting interviews with the Interview Panel.

## **Section 2 – Conducting the Interview**

	Welcome the applicant and introduce each Interview Panel member.
	Thank the applicant for their interest in the position and for coming to the interview.
	Briefly explain the interview process and the allotted time for the interview.
	Inform the applicant that notes will be taken during the interview.
	Ask the applicant if they have any questions before beginning.
	When the last question has been asked and answered, let the applicant know and inquire if they have any final questions.
	Summarize the next steps in the process and general timeline.
	Thank the applicant for their participation and excuse them from the interview.

## **Section 3 – Post-Interview Process**

	Allow time for the Interview Panel to complete the Rating Form.
	Lead a discussion on how well the applicant met the established criteria.
	After all applicants have been interviewed, lead a discussion on the merits of each and the selection recommendation of the Interview Panel.
	Collect the Interview Panel Rating Forms and provide to the town clerk for retention.
	The designated board supervisor will complete the hiring process following the Hiring Process Checklist.

**General guidelines for conducting interviews:**

- Ask the same questions to all applicants.
- Ask appropriate follow-up questions related to the initial question. Refrain from leading or one-sided questions.
- Never ask questions that pertain to age, citizenship, national origin, race, religion, sex, marital status/family, economic status, or personal future plans.
- Never take notes mentioning personal characteristics or subjective qualities of the applicant. Keep it job related, about the content of the applicant’s answers, and void of conclusions or opinions.
- Ask the interview question to the applicant. If the applicant struggles with your question, or you do not believe they are answering the question you asked, rephrase and/or follow-up with a ‘tell me more’ question/statement.
- Do not accept additional materials from the applicant during the interview. This avoids misplacing or losing such materials which are required to be retained if received.
- Keep in mind what nonverbal communication you are sending, such as facial expressions, tone of voice, and body movements.