

Arlene Vernon's 12-Step Checklist For Designing an Effective Scripted Interview

1. Introductory conversation
2. Brief introduction of company and position
3. Review candidate's education
4. Review work history
5. Technical abilities and job knowledge
6. Work-related personality traits
7. Interpersonal skills
8. Managerial or self-management skills
9. Motivational characteristics and work objectives
10. More complete review of company and position
11. Candidate's questions
12. Interview closure – What's next