



# Invite to Interview Checklist



## Position

- Title of your company
- The position the candidate is interviewing for



## Location

- Address, office number, floor, as applicable or
- Virtual interview URL link



## Time

- Dates and times to choose from or
- Date and time agreed upon



## Structure

- Explain interview format: individual or panel, structured or behavioral, group interview or separate.



## Interview Attendees

- Name and title of all in attendance for interview



## Duration

- Estimated time the interview should take



## Necessary items

- References
- Work samples/portfolio
- Additional résumés for interviewers
- Completed pre-employment test (if applicable)
- Candidate identification



## Requests

- Any additional company-specific requests

