# Interview Plan

Complete this plan with the hiring manager within two business days of the intake meeting and share it with every interviewer before the first interview. Each competency should be assessed in at least one stage and no more than two.

## ROLE OVERVIEW

**Job title**

**Requisition number**

**Hiring manager**

**Recruiter / coordinator**

**Number of openings and target start date**

**What success looks like at 90 days (2-3 measurable outcomes)**

**Hiring volume**

☐ Single hire ☐ Small cohort (2-10) ☐ High volume (10+ or evergreen)

## MUST-HAVE REQUIREMENTS (SCREENED BEFORE INTERVIEWS)

**Requirement 1 and how it is verified**

**Requirement 2 and how it is verified**

**Requirement 3 and how it is verified**

**Knockout questions for the application or phone screen**

## COMPETENCIES TO ASSESS

**Competency 1: name, definition in one sentence, weight %**

**Competency 2: name, definition, weight %**

**Competency 3: name, definition, weight %**

**Competency 4: name, definition, weight %**

**Competency 5: name, definition, weight % (optional)**

**Competencies deliberately NOT assessed (trainable after hire)**

## STAGE 1: PHONE OR VIDEO SCREEN

**Interviewer**

**Length (minutes)**

**Format**

☐ Live phone ☐ Live video ☐ One-way recorded video ☐ AI-assisted structured screen

**Competencies assessed**

**Questions (numbered, from the question bank)**

**Pass criteria to advance**

## STAGE 2: ASSESSMENT OR WORK SAMPLE

**Assessment name and type**

**Competencies assessed**

**Time limit and delivery (proctored, take-home, on site)**

**Passing score or cut line**

**Accommodation contact for candidates**

## STAGE 3: STRUCTURED INTERVIEW(S)

**Interview A: interviewer, length, competencies, question numbers**

**Interview B: interviewer, length, competencies, question numbers**

**Interview C: interviewer, length, competencies, question numbers (optional)**

**Panel or one-on-one**

☐ One-on-one interviews ☐ Panel interview ☐ Mix of both

**Time reserved for candidate questions (minutes)**

## SCORING AND DECISION RULES

**Rating scale and anchors used**

**Scorecard due within (hours) of each interview**

**Debrief format, date and attendees**

**Minimum score or rule to extend an offer**

**Final decision owner**

**Target days from application to offer**

## CANDIDATE COMMUNICATION

**What candidates are told about the process at the screen**

**Who sends interview invitations, reminders and outcomes**

**Response time promise after each stage (business days)**

## SIGN-OFF

Hiring manager signature

Date

Recruiter signature

Date

**Date approved**