



Post-Interview Checklist Job Aid

- Record notes for each candidate
- Use Interview scorecard to record and rate candidate responses
- Rank candidates according to scorecards
- If appropriate provide Search Committee chair your scorecards
- Keep all notes and other documents in a secure file
- Follow Hiring process for employee type for next steps and to make offer (See UIC Human Resources Hiring webpage <https://www.hr.uic.edu/hiring/>)