



Pre-Interview Checklist Job Aid

- Review support materials on UIC Human Resources Interviewing webpage
<https://www.hr.uic.edu/hiring/interviewing/>
- Determine number of interview rounds based on candidate pool
- Plan format for each interview round
- Determine position qualifications
- Select questions according to round and predetermined qualifications
- Prepare question guide (share with other interviewers if appropriate)
- Schedule interviews
- Reserve a private area, free from distractions and interruptions
- Create an inviting environment
- Review candidate resume and credentials prior to interview