**Interview Checklist**

* Schedule telephone or face to face interviews with selected candidates (five or six is recommended to keep the number manageable).
* Interviews should be between 30 and 60 minutes long. Usually there are two interviews: a shorter telephone interview and longer face to face interview. The interview format and length are ultimately up to the interviewer.
* Prepare interview questions in advance (recommend a combination of open ended and behavioral questions).
* Others may participate in the interview, if it makes sense. For example, if the clinic is a partnership, the hiring decision may be a joint one.
* Take notes and document responses. It’s helpful to go back and review these notes after the interview.
* Assess soft skills throughout the interview and technical expertise where required.
* Your list of interview questions is a guide. It is perfectly acceptable to probe certain areas or ask other questions depending on the candidate’s responses (as long as they are job related).
* Ask the candidate if he, she or they have any questions for you.
* Tell the candidate what to expect regarding next steps. Provide a time frame in which you will get back to him, her or they.
* Take a few minutes at the end of the interview to write down your overall thoughts and impressions. Some people find it helpful to rank the candidate on a scale of 1-10.
* Be consistent in your interviewing process. Ask the same questions to all candidates.
* If the choice is clear, proceed with checking references.
* If there are two equally desirable candidates, you can have a final interview. Decide beforehand what the decision criteria will be. You may also wish to contact both references to see if that sways the pendulum in a particular direction.