Interview Process Policy Template

1. Purpose:
The purpose of this interview process policy is to ensure a fair and consistent hiring process for all candidates applying for positions within our organization.

2. Interview Scheduling:
- All interviews will be scheduled in advance with the candidate, taking into consideration their availability.
- Interviews will be conducted during regular business hours, unless otherwise agreed upon by both parties.

3. Interview Panel:
- Each interview will be conducted by a panel of at least two interviewers, including the hiring manager and a representative from HR.
- The panel will evaluate candidates based on predetermined criteria relevant to the position.

4. Interview Questions:
- Interview questions will be standardized for all candidates applying for the same position.
- Questions will be designed to assess the candidate's skills, experience, and fit for the role.

5. Candidate Evaluation:
- After each interview, interviewers will provide feedback on the candidate's performance based on the predetermined criteria.
- Feedback will be documented and shared with the hiring manager for further evaluation.

6. Selection Process:
- The hiring manager will make the final decision on which candidate to hire based on the feedback from the interview panel.
- The selected candidate will be notified of their offer and provided with details on the next steps in the onboarding process.

7. Compliance:
- This interview process policy is in compliance with all relevant employment laws and regulations.
- Any deviations from this policy must be approved by HR and documented for record-keeping purposes.

For more information on interview best practices, please refer to the Society for Human Resource Management's website:

[SHRM Interview Best Practices]

(https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/interviewing.aspx)