

# Booking Facilities for Candidate Interviews and Assessments Checklist

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*This form should be used to verify requirements are met when coordinating space for interviews and assessments.*

## When booking facilities, ensure that:

### Location

- There is an off-site location, if possible, when there are applicants internal to the workplace.
- Candidates are aware of location, parking, and sign-in/security protocols.
- Location open/close times are suitable to allow for early arrivals or for assessments that run late.
- There is an appropriate waiting area for candidates, quiet enough to review pre-assessment questions or other material in advance, if required.
- Space is not in a high traffic or high visibility location.

### Physical Environment

- The setting is private, informal and comfortable; seating is arranged so there are no barriers between the candidate and panel members.
- The room is large enough to comfortably accommodate the panel and a candidate.
- The room is neat and free of clutter and distractions for everyone involved.
- Other rooms are booked, if needed, for any additional assessments, such as written tests, etc.
- Space is soundproof enough to ensure privacy of the interview.

### Timing

- Candidates are given sufficient notice when scheduling interviews.
- Arrangements have been made to greet candidates who arrive early, or for assessments that may run late.
- Enough time is scheduled for each interview, evaluation and scoring.
- Some lag time is built into the schedule between candidate interviews.

### Support Resources

- Someone is available to greet candidates, administer any pre-assessment questions, or administer any post-assessment exercises.
- Arrangements have been made if you plan to offer coffee, tea, or water to your candidates.
- Arrangement have been made for any technology resources required for the interview and/or other assessments (computer, internet access, network access, printer, USB, speakerphone, video link, projector).
- Paper and pens are available for the candidate to jot down notes during the interview.
- Enough blank interview guides and Candidate Evaluation Summary forms for each panel member (including the SGEU panel rep, if applicable).
- Determine which employer rep is asking which questions during the interview (It is less confusing if one employer rep asks several questions before the next employer rep starts).