

### Resource 6-1: Interview Preparation Checklist for Phone/Skype Interviews

- Establish an estimated length of time for the call/Skype
- Determine who will be participating in the interview
- Schedule interview with candidate
- Send candidate interview confirmation email ([Resource 6-7](#)) and ensure all interviewers have date, time, and participation information (Be aware of time zone differences)
- Ensure all interviewers have candidate's application materials
- Prepare core interview questions from agreed upon criteria
- Determine order in which interviewers will ask questions
- If applicable, test Skype equipment and procedures