



PREPAREDNESS: INTERVIEW MATERIALS & SUPPLIES

Position: _____ **Date:** _____.

These are the materials you will need in order to be properly prepared to conduct the interviews:

Supplies...

- A. LEGAL PADS (1 for each interviewer)
- B. PENCILS (1 for each interviewer)
- C. A BOX OF TRANSPARENT TAPE
- D. BROCHURES
- E. SCISSORS
- F. SNACKS AND WATER ARE OPTIONAL BUT KIND

Materials...

- G. THE MASTER SCHEDULING DOCUMENT WITH QUESTION ORDER (1 copy for Facilitator)
- H. A MASTER CONTACT LISTING WITH ALL APPLICANT NAMES AND PHONE NUMBERS AND EMAIL ADDRESSES (1 copy for Facilitator)
- I. A COPY OF THE APPLICANT RANKING SHEET (one letter per interviewer)
- J. QUESTIONS (1 copy for each interviewer & one for the interviewee)
- K. A COPY OF THE CALIBRATION GUIDE (1 copy for Facilitator)
- L. S T A R Process (copy for all)
- M. A COPY OF THE "S T A R PROCESS EXAMPLE" (copy to all)
- N. A COPY OF THE APPLICANT PREPARATIONS FOR AN INTERVIEW (copy to all)
- O. A COPY OF THE "FACILITATOR'S GUIDE" (1 copy for Facilitator)
- P. A COPY OF THE POST INTERVIEW QUESTIONS (OR DEVELOP OTHERS OF YOUR OWN CHOOSING) (1 copy for Facilitator)
- Q. COPIES OF THE JOB DESCRIPTION BEING SOUGHT (copy to all)
- R. RESUMES (copy to all)
- S. FRONT DESK COPY OF DAYS ITERNARY (or school copy)