

Structured Interview Development Checklist

- **1. Conduct a Job Analysis.** Identify the job characteristics (i.e., job tasks, duties, and responsibilities) and the competencies/knowledge, skills, abilities required to perform the job successfully.
- **2. Determine the Competencies to be Assessed by the Interview.** Consider which competencies are measured most effectively with an interview.
- **3. Choose the Interview Format and Develop Questions.** Determine if you will use a behavioral interview or situational interview. Work with subject matter experts to develop questions.
- **4. Develop Rating Scales to Evaluate Candidates.** Determine the proficiency scale and develop accompanying proficiency level examples. (NOTE: May not be applicable to a selecting official's interview.)
- **5. Create Interview Probes.** Establish if probes may be used. If probes will be used, draft specific probes for each question.
- **6. Pilot-Test the Interview Questions.** Pilot test the interview questions on persons similar to the anticipated candidates. Check for clarity and appropriateness.
- **7. Create the Interviewer's Guide.** Prepare an interviewer's guide, question booklet, and rating form.
- **8. Document the Development Process.** Document all stages of the interview development.