

Structured Interview Implementation Checklist

- **Assess the Current Selection Situation.** Discuss the need for developing a structured interview and the specific goals for the structured interview. Also determine which job or jobs will use the structured interview.
- **Determine Where the Structured Interview Fits within the Selection Process.** Determine where to place the structured interview in the selection of job candidates (e.g., after a written test, as the last selection procedure). Federal Agencies typically use the interview after candidates have been determined eligible for a given job and rated/ranked on the basis of other assessment tools (e.g., a written test or resume). The interview is then used to verify a candidate's qualifications.
- **Create a Development and Implementation Plan with Timelines.** Plan the major steps for developing the structured interview, including updating or conducting a job analysis, convening subject matter experts to develop the interview questions and rating scale, and training interviewers on how to evaluate candidates.
- **Ensure Compliance of the Plan with Established Guidelines.** Make sure the structured interview process complies with the requirements in [The Uniform Guidelines on Employee Selection Procedures](#) and the [Delegated Examining Operations Handbook](#).
- **Create a Communication Plan and Obtain Commitment to the Plan.** Ensure managers are aware of the intent of the structured interview.
- **Establish Structured Interview Development Team(s).** Identify the development and implementation team, which may include human resources specialists, selecting officials, supervisors, and/or employees.
- **Develop the Structured Interview.** (See “Structured Interview Development Checklist”)
- **Administer the Structured Interview.**
- **Evaluate the Results.** Monitor the implementation of the structured interview on a periodic basis to ensure the plan is followed and the intended results are achieved. Adjust the structured interview procedure as necessary.