Standard Operating Procedure (SOP): Preparation and Dissemination of Candidate Materials to Interviewers

This SOP details the **preparation and dissemination of candidate materials to interviewers**, including the compilation of candidate resumes, interview schedules, evaluation forms, and background information. It ensures materials are accurate, complete, and distributed in a timely manner to facilitate effective interviewer preparation and a structured interview process. The goal is to enhance the quality and consistency of candidate evaluation by providing interviewers with all necessary documentation and guidelines before the interview sessions.

1. Purpose

To define the process for preparing and distributing all necessary candidate materials to interviewers to ensure a consistent and professional selection process.

2. Scope

This SOP applies to all HR staff, hiring managers, and interview coordinators involved in organizing candidate interviews.

3. Responsibilities

- **HR Coordinator:** Collects and compiles all candidate materials.
- **Hiring Manager:** Reviews materials for completeness and relevance.
- **Interviewers:** Review materials prior to interviews.

4. Materials to be Compiled

- Candidate Resume/CV
- Interview Schedule
- Evaluation Forms/Scorecards
- Position Description
- Relevant Background Information (e.g., reference summaries, portfolios)
- Interview Guidelines and Rating Rubrics

5. Procedure

1. **Collection:** Obtain all necessary candidate documentation from the recruitment tracking system and candidate submissions.
2. **Compilation:** Assemble all materials into a standardized package (either as a PDF, secure online folder, or other approved format).
3. **Quality Check:** Review the packet for accuracy, relevance, and completeness. Confirm that all personally identifiable information (PII) not required for interview assessment is redacted.
4. **Distribution:** Distribute the compiled materials to all scheduled interviewers at least 24-48 hours before the interview session via secure methods (e.g., encrypted email, secure drive link).
5. **Confirmation:** Request confirmation of receipt and clarify any questions interviewers may have regarding the materials.
6. **Revision (if necessary):** Update and re-distribute materials in case of last-minute changes to the candidate slate, schedule, or evaluation forms.

6. Documentation

- Record distribution time and recipients for audit purposes.
- Maintain copies of all sent materials in a secure HR file for the duration of the recruitment process.

7. References

- Company Interview Policy
- Data Protection/GDPR Guidelines
- Recruitment Tracking System User Manual

8. Revision History

Version	Date	Description	Author
1.0	2024-06-04	Initial creation	HR Department