Standard Operating Procedure (SOP)

Standardized Interview Question Development and Approval Process

Purpose: This SOP defines the **standardized interview question development and approval process**, ensuring consistent, fair, and legally compliant interview practices. It covers the creation, review, and final approval of interview questions, incorporating role-specific criteria, diversity and inclusion standards, and alignment with company values and policies. The goal is to enhance hiring effectiveness and maintain transparency throughout the candidate evaluation process.

1. Scope

This SOP applies to all personnel involved in developing, reviewing, or approving interview questions for all job positions within the company.

2. Responsibilities

Role	Responsibilities
Hiring Manager	Initiate question development, ensure alignment with job requirements.
HR Representative	Review for legal compliance, diversity, and inclusion.
Diversity, Equity, and Inclusion (DEI) Officer	Approve questions for inclusivity and fairness.
Department Lead	Review role-specific content and relevance.
Senior Leadership (as needed)	Final approval for executive and critical roles.

3. Procedure

1. **Needs Assessment**
   - Hiring Manager reviews job description, company values, and competencies.
   - Identify technical, behavioral, and value-based criteria for the role.
2. **Drafting Interview Questions**
   - Hiring Manager drafts structured interview questions, referencing best practices.
   - Questions must:
     - Be relevant to job duties.
     - Adhere to company diversity and inclusion standards.
     - Be legally compliant and non-discriminatory.
     - Mitigate bias and allow equal opportunity for all candidates.
3. **Internal Review**
   - Draft questions are sent to the Department Lead for subject matter review and feedback.
   - Adjustments made as needed for technical accuracy and role-specific alignment.
4. **HR Compliance and DEI Review**
   - HR reviews for legal compliance and anti-discrimination.
   - DEI Officer or representative reviews questions for fairness, inclusivity, and avoidance of implicit bias.
5. **Final Approval**
   - Relevant approvers (HR, DEI, Senior Leadership as required) give written approval.
   - Approved questions are stored in a central, version-controlled repository.
6. **Implementation & Training**
   - All interviewers are trained on the use and intent of standardized questions before interviews commence.
7. **Periodic Review**
   - Interview questions are reviewed annually, or when job duties/policies change.

4. Documentation

- Maintain records of draft, reviews, approvals, and training attendance for audits and compliance.
- All versions of interview questions and related comments must be archived.

5. References

- Company Code of Conduct
- Equal Employment Opportunity Policy
- Relevant local, state, and federal employment laws

6. Revision History

Date	Version	Description	Author
2024-06-20	1.0	Initial SOP creation	HR Department