Standard Operating Procedure (SOP): Scheduling and Conducting Interviews

This SOP describes the process for **scheduling and conducting interviews**, including defining panel composition and interview format. It covers the steps for coordinating interviewer availability, selecting diverse and qualified panel members, preparing consistent interview questions, and structuring interviews to assess candidate competencies effectively. The aim is to ensure a fair, transparent, and efficient selection process that promotes objective evaluation and enhances candidate experience.

1. Scope

This procedure applies to all hiring managers and interview panel members involved in the recruitment and selection process at [Organization Name].

2. Responsibilities

- **HR Department:** Coordinate scheduling, ensure SOP compliance, maintain records.
- **Hiring Manager:** Select panel, approve questions, lead evaluation discussion.
- **Interview Panel Members:** Participate in interviews, complete evaluation forms.

3. Procedure

1. **Define Interview Panel Composition**
   - Panel typically consists of 3–5 members, including the hiring manager, relevant team leads, and HR representative.
   - Select members to ensure diversity (e.g., departmental, gender, seniority).
2. **Determine Interview Format**
   - Select interview type: in-person, virtual, or hybrid.
   - Decide structure: panel interview, one-on-one, or sequential rounds.
   - Allocate roles: lead interviewer, timekeeper, note-taker, etc.
3. **Schedule Interviews**
   - Identify panel and candidate availability using scheduling tools (e.g., Outlook, Google Calendar).
   - Send interview invites with clear details (date, time, location, format) and request confirmation.
4. **Prepare Interview Materials**
   - Develop a standardized set of competency-based questions agreed upon by panel.
   - Prepare candidate evaluation forms/rubrics.
   - Share interview schedule, roles, and questions with panel beforehand.
5. **Conduct Interviews**
   - Begin with introductions and explain the interview structure.
   - Ask consistent questions to each candidate.
   - Panel members take notes independently.
   - Allow time for candidate questions at end of interview.
6. **Evaluate Candidates**
   - Panel members complete evaluation forms immediately after the interview.
   - Hold debrief session to discuss evaluations and reach consensus.

4. Documentation

- Interview schedules, panel list, and attendance records.
- Copies of questions and evaluation criteria used.
- Completed evaluation forms for each candidate.

5. Review and Update

This SOP is reviewed annually or as needed to ensure continued relevance and effectiveness.

6. Appendices

Appendix	Description

A	Sample Interview Panel Composition Matrix
B	Template: Candidate Evaluation Form
C	Sample Interview Invitation Email

A	Sample Interview Panel Composition Matrix
B	Template: Candidate Evaluation Form
C	Sample Interview Invitation Email