
CANDIDATE INTERVIEW CHECKLIST

Review this checklist of **DOs** and **DON'Ts** as you prepare the chapter interview team and conduct the candidate interviews.

- DO** be prepared by reviewing the issues and material and clarifying interview team procedures.
 - DO** whenever possible, use the same interview team for all candidates for the same office.
 - DO** watch the candidate's facial expressions and body language.
 - DO** make the candidate comfortable. (Offer coffee, water, etc.)
 - DO** provide nameplates or tags for each team member.
 - DO** be non partisan and focus on higher education.
 - DO** make sure candidates know when and how CFA state or local endorsements will be made, and when and how they will be notified of CFA's decision.
 - DO** inform all candidates who have participated in the process as to CFA's endorsement decisions.
 - DO** communicate candidate responses and chapter recommendations to the CFA Government Relations Office.

 - DON'T** interview more than one candidate at the same time.
 - DON'T** argue with the candidate.
 - DON'T** do all the talking.
 - DON'T** let the candidate interview you.
 - DON'T** comment on the candidate's answers.
 - DON'T** tip off the "best" answer.
 - DON'T** make commitments to the candidate.
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