HOW TO SET UP AN INTERVIEW

Last Modified on: 4/25/17

Part of the Recruiting and Hiring set of procedures

This procedure is for setting up an interview with a potential new hire and preparing the store for the day of the interview. Ideally, candidates are called to set up interviews within 24 hours of submitting an application, and the interview ideally takes place within 3 days of placing the call to set up the interview.

* **Step 1**: Call the phone number the applicant listed on the application
* **Step 2**: Ask if they are still interested in working for Toppers Pizza
	+ If NO, place application in the No-hire file. If yes, continue.
* **Step 3**: Offer a few different times to interview that will work for the store as well as the applicant
* **Step 4**: Send a confirmation of the interview with date and time to the applicant by whichever method they prefer
	+ Text
	+ Email
	+ Voicemail
* **Step 4**: Prepare the store for the interview
	+ Communicate with Team Members when the interview is scheduled for.
	+ Make sure the store is well staffed during the interview time.
		- The interview should not be interrupted by any team member for any reason.
	+ Make sure the team is prepared to welcome and introduce themselves to the applicant on interview day.
	+ Make sure the store is clean on the day of the interview
* **Step 5:** The day before the interview call the applicant again and confirm they are still prepared for the interview and the date and time still work.