



Interviewer Certification Checklist: Interview Excellence Partnership (IEP)

FLIP26 Commitment: Fairness, Love, Integrity, Partnership

Interviewer Certification – Required Competencies

A. Interview Fundamentals (Must Demonstrate)

- ☐ Explains structured behavioral interviewing (STAR or equivalent)
- ☐ Differentiates skills, competencies, and behaviors
- ☐ Uses role-specific interview guides as written (no freelancing)
- ☐ Demonstrates awareness that interview guides are required and located in JazzHR or the intranet; escalates requested changes to HR
- ☐ Maintains legal compliance (avoids leading, illegal, or biased questions)
- ☐ Manages interview time effectively (opening, questioning, close)

B. Interview Execution

- ☐ Delivers a clear, authentic 30-second “Selling WhiteWater” elevator speech
- ☐ Asks open-ended, behavior-based questions
- ☐ Probes for depth (examples, outcomes, accountability)
- ☐ Actively listens without interrupting or rescuing candidates
- ☐ Takes objective notes tied to competencies
- ☐ Controls interview flow professionally

C. Coaching & Influence

- ☐ Coaches hiring managers *in real time* without undermining authority
- ☐ Redirects poor questions diplomatically
- ☐ Models professional tone and candidate experience
- ☐ Balances support with expectation-setting

D. Evaluation & Decision Quality

- ☐ Uses scoring rubric consistently
- ☐ Separates “likability” from job fit
- ☐ Challenges unsupported hiring manager conclusions
- ☐ Articulates hire/no-hire rationale clearly
- ☐ Confirms triangulated interview requirements are met for SM, GM, and above roles prior to final decision-making

E. Post-Interview Debrief

- ☐ Leads structured 10-minute debrief
- ☐ Provides clear, actionable feedback to hiring manager
- ☐ Identifies development gaps and next steps
- ☐ Documents outcomes consistently





Certification Levels

- Tier I (Demonstrate): ☐ Yes ☐ No
- Tier II (Co-Interview): ☐ Yes ☐ No
- Tier III (Observe & Coach): ☐ Yes ☐ No

Certified By: _____

Date: _____

