The ultimate candidate experience checklist

Our job ad contains

- ☐ Between 700 and 1100 words
- ☐ An accurate job title
- ☐ Our location
- ☐ Typical working hours
- ☐ Key objectives for what the role is expected to accomplish in the first year
- ☐ Specific job tasks
- ☐ A salary range and other compensation details
- ☐ Benefits package
- ☐ Education and training options

Our careers page

- ☐ States company values
- ☐ States company history
- ☐ Presents pictures of the work environment
- ☐ Presents pictures of your employees working
- ☐ Includes video testimonials from current employees
- ☐ Includes bios/profiles of existing employees
- ☐ Is optimized for mobile
- ☐ Displays open positions
- ☐ Highlights employee benefits

The application candidates need to fill out

- ☐ The instructions are clear
- ☐ Information is only asked for once
- ☐ It only includes information essential to this stage in the process
- ☐ The form can be filled out quickly (under 30 min)

Screening

- ☐ Happens early in the process to ensure only viable candidates are invited for the interview
- ☐ Is carried out using automatic skill screening software to relieve the strain from your IT professionals
- ☐ The technical skills test mirrors the candidate's first day of work. It is based on solving programming problems the dev will encounter on a daily basis

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Notifications

- ☐ Notify the applicant automatically when the application is received
- ☐ Follow up with a personal response within 24 hours
- ☐ Personalized message that an application has been rejected or
- ☐ Prompt notification that an interview has been scheduled containing
    - ☐ Time
    - ☐ Date
    - ☐ Location
    - ☐ Directions
    - ☐ List of interviewers
    - ☐ Necessary materials
    - ☐ Potential assignments/tasks
    - ☐ Day in the life testimonials from current staff *(optional)*
    - ☐ Sample career paths
- ☐ Timely forewarning of any changes to the interview
- ☐ "Thank you for the interview" message
- ☐ Updates of the progress every week, even there is nothing new to report
- ☐ Personalized acceptance or rejection message
- ☐ Prompt reply to any question about the candidate's status in the process

Interview

- ☐ Send the candidates a guide explaining the details of the interview process
- ☐ Interviewer
    - ☐ Is punctual
    - ☐ Is communicative
    - ☐ Listens more than talks
- ☐ Interview is for the position the candidate applied for
- ☐ Provide forewarning of any changes
- ☐ Avoid brain teasers which test competencies that are not connected with the position
- ☐ Candidates are introduced to other members of the team
- ☐ Candidates are tested with the kinds of tasks that they will be doing at work

Feedback

- ☐ Candidates are given feedback at every stage
- ☐ Candidates are given the opportunity to ask and receive feedback in the interview
- ☐ Candidates are given timely feedback when they ask for it at any stage
- ☐ Candidates are asked at the end of the process "On a scale of zero to ten, how likely is it you would recommend this company as a potential employer?"

Contact with the candidate is

- ☐ Concentrated in a single go-between and not passed between a number of different people throughout the process