

Choosing who to interview

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You do not have to interview someone before giving them a job unless your business has rules that say you do.

Even if you do not have to interview, doing so is a good idea so that you:

- can find out if the person really is right for that job
- do not leave anyone thinking you might be [discriminating](#) against other people who could do the job

Avoid using [information on someone's social media profile](#) when deciding who to interview.

Decide who's involved in selecting and interviewing

It's a good idea for the people involved in selecting and interviewing applicants to:

- come from a diverse range of backgrounds
- use a consistent decision-making process, such as a scoring system

Ideally, 2 or more people should be involved in choosing who to interview. This is so that the business can avoid discriminating indirectly.

How to select applicants for interview

Select the applicants who best match the job description and person specification. Do this in a fair way for each person.

One way of doing this is a scoring system. You can:

1. Turn each point in the job description and person specification into a checklist of, for example, 10 points.
2. Assess the information in each application form against the checklist.
3. Score each application form against the checklist. For example, if the applicant meets 7 of the 10 points, you can score the application as 7 out of 10.