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About This Document

| | |
|-------------------------|---|
| owner | HR |
| access & use | All Staff |
| what it is | Template for an interview schedule form used to standardize the administrative tasks associated with interviewing |
| who uses it | <ul style="list-style-type: none"> ◆ Staff members who are supporting the Hiring Manager with administrative tasks related to interviewing ◆ Hiring Manager if administrative support is unavailable |
| used to | <ul style="list-style-type: none"> ◆ Standardize the administrative tasks associated with interviewing ◆ Support the Hiring Manager ◆ Communicate with interview panel members and multiple candidates |



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Phone Interviews

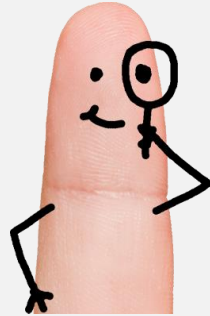
PHONE INTERVIEW CANDIDATES

| Candidate Name | Email Address | Phone # |
|----------------|-----------------|----------------|
| Candidate name | Candidate email | Contact number |
| Candidate name | Candidate email | Contact number |
| | | |
| | | |
| | | |
| | | |
| | | |

SCHEDULE

- Record the Hiring Manager's available dates/times for phone interviews in the table below. Assume 30 minutes per interview.
- Insert Candidate names once interview times have been scheduled and confirmed.

| Date | Time | Candidate Name |
|-------------|---------|----------------|
| Mon Sept 21 | 8:30 am | Candidate name |
| Mon Sept 21 | 9:00 am | Candidate name |
| | | |
| | | |
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Round 2 Interviews

ROUND 2 CANDIDATES

| Candidate Name | Email Address | Phone # |
|----------------|-----------------|----------------|
| Candidate name | Candidate email | Contact number |
| Candidate name | Candidate email | Contact number |
| | | |
| | | |

SCHEDULE

- Record the dates and times reserved with the Interview Panel Members for Round 1 interviews in the table below. Assume minimum 1 hour and 15 minutes per interview.
- Insert Candidate names once interview times have been scheduled and confirmed.

| Date | Time | Candidate Name |
|--------------|----------|----------------|
| Thurs, Oct 7 | 9:00 am | Candidate name |
| Thurs, Oct 7 | 11:00 am | Candidate name |
| | | |
| | | |