Contents

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	◆ Staff members who are supporting the Hiring Manager with administrative tasks related to interviewing ◆ Hiring Manager if administrative support is unavailable
used to	◆ Standardize the administrative tasks associated with interviewing ◆ Support the Hiring Manager ◆ Communicate with interview panel members and multiple candidates

Phone Interviews

PHONE INTERVIEW CANDIDATES

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

SCHEDULE

1. Record the Hiring Manager's available dates/times for phone interviews in the table below. Assume 30 minutes per interview.

2. 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
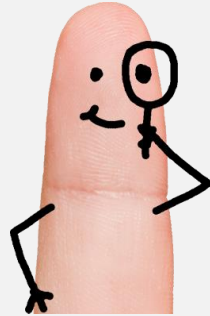
Document #: **IV-ALL -2510-M-1.0**

Document Owner: HR

Last Updated: Jan 1, 2016

Round 2 Interviews

ROUND 2 CANDIDATES

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

SCHEDULE

1. 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.

2. 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

Document #: **IV-ALL -2510-M-1.0**

Document Owner: HR

Last Updated: Jan 1, 2016