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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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- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



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HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

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