

Please ensure you give the candidates proper time to arrange their work schedule for their interview (at least one week). After your meeting, please confirm with HR the following:

1st Level Interview Details

Date(s): _____ Elected Start Time: _____
Length of interview: _____ (include presentation time **ex: 40+10 mins**)
Breaks between interviews: _____ (**ex. 5/10/15 mins**)
Length of lunch: _____ (**ex. 30 mins/1 hr.**)
Length of Presentation: _____ **minutes**
Presentation Prompt: _____

In-person ☐ Zoom ☐

Room #: _____ (**Must be confirmed**)

- Will HR have candidates preview interview questions? Yes ☐ No ☐
Length of time allotted: _____ **minutes**
- Will HR have candidates perform any activity or writing assignment? Yes ☐ No ☐
Length of time allotted: _____ **minutes**
- List of candidates the committee will be moving to interviews
- List of alternates (in case someone cancels or declines)

2nd Level Interview Details

(**Must be completed if 1st and 2nd level interviews will be held back-to-back**)

Date(s): _____
Length of interview: _____
Breaks between interviews: _____ (**ex. 5/10/15 mins**)
In-person or Zoom: _____
Room #: _____ (**Must be confirmed**)