

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:

### 1<sup>st</sup> Level Interview Details

Date(s): \_\_\_\_\_  
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)

### 2<sup>nd</sup> Level Interview Details

(**Must be completed if 1<sup>st</sup> and 2<sup>nd</sup> 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**)

**Signature:**

**Email:**