# C:\Users\user\Downloads\White and Blue Modern Minimalist Blank Page Border A4 Document (1).jpgC:\Users\user\Downloads\White and Blue Modern Minimalist Blank Page Border A4 Document (1).jpgInterview Schedule

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hiring Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| Candidate Name | Interview Date | Interview Time | Interviewer(s) | Interview Type (Phone/Virtual/In-person) | Location / Meeting Link | Notes / Special Requirements |
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## Additional Notes

- Ensure interviewers have the candidate’s resume and application materials before the session.

- Allow at least 15 minutes between interviews for preparation and notes.

- Confirm candidate availability and send calendar invites.

- Prepare feedback forms for each interviewer.

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