

1. POSITION/POOL: _____
2. DATE(S) OF INTERVIEWS: _____
**Please allow Human Resources 2 weeks to schedule interviews once submitting this form*
3. INTERVIEW SCHEDULE:
 - a. 1st Interview Start Time _____, End of Last Interview _____
 - b. Length of Interview _____, Break Between Interviews _____
 - c. Lunch Break - 30 Minutes 45 Minutes 60 Minutes Other Break Time(s) _____
4. LOCATION(S): Reporting Location (location for pre-interview tasks) _____
Interview Location _____
5. Will you accommodate zoom interviews? Yes No
**Note: HR creates all interview zoom links. Co-chairs will be assigned host capabilities and will have full access to meetings. Zoom links will be sent to both candidate(s) and committee closer to interview dates.*
6. Do candidates need to complete a – Test Writing Response HW Other
Please describe instructions to be given to candidates:

a. Length of Time for Assignment:

b. How much time to review interview questions: 5 minutes 10 minutes 15 minutes Other
7. Do candidates need to be prepared to give a - Teaching Demonstration Presentation
Length of Teaching Demonstration/Presentation: 10 minutes 15 minutes 20 minutes Other
Topic ***Topic must be submitted along with this interview form in order for interviews to be scheduled**
8. Any additional instructions/comment you would like candidates to know?
9. Any equivalency candidates? Yes No
If yes, please list names of candidates below and submit equivalency review sheet & summary. Approval is required PRIOR to Interview. [Faculty Equivalency Review Sheet](#). [Management Equivalency Review Sheet](#).

Please email your questions to Maria Padilla Campos/Shaina Malvino (cc: Sussanah Sydney) at least 5 days prior to your first day of interviews. Please make sure to include criteria for the rating sheets otherwise Human Resources will create them on your behalf

Committee Chair Signature_____
Date

Please email this form to Human Resources to schedule interviews.