

[1] POSITION/POOL: _____

[2] DATE(S) OF INTERVIEWS: _____

[3] INTERVIEW SCHEDULE: Start Time _____ End Time _____
Length of Interviews _____ Length of Time Between Interviews _____

[4] TIME(S) OF BREAKS (if applicable): _____

[5] LOCATION(S)*: Reporting Location (if different from interview location): _____

Interview Location (Preference #1): _____

(Preference #2): _____

(Preference #3): _____

[6] DO CANDIDATES NEED TO REPORT EARLY FOR TESTING/WRITING RESPONSE/ETC.? ☐ Yes ☐ No

If yes, please describe instructions to applicant: _____

[7] DO CANDIDATES NEED TO BE PREPARED TO GIVE A TEACHING DEMONSTRATION OR PRESENTATION? ☐ Yes ☐ No

If yes, specify whether demonstration or presentation and desired length: _____

Equipment that Human Resources needs to order: _____

Topic: _____

[8] DO CANDIDATES NEED TO BRING ANY ADDITIONAL INFORMATION WITH THEM TO THE INTERVIEW? ☐ Yes ☐ No

If yes, please describe instructions to applicant: _____

[9] ANY EQUIVALENCY CANDIDATES (IF APPLICABLE)? ☐ Yes ☐ No

If yes, please list name(s) of candidates and attach recommendation (contact HR for more info.) - approval is required PRIOR

TO INTERVIEW: _____

[10] WILL YOU BE PROVIDING CRITERIA TO HUMAN RESOURCES TO BE INCLUDED ON YOUR INTERVIEW RECORD SHEETS? ☐ Yes ☐ No

If yes, please e-mail your criteria to Sarah Hopkins in Human Resources at least 3 days prior to your first day of interviews.

Committee Chair Signature

Date

** Please Note: If your interviews will be held in the Button Building Conference Room, parking is limited, so committee members should either carpool or walk to the building, or if necessary, obtain a visitor/guest parking permit from Human Resources to utilize the reserved spaces (please do not park in the green visitor spaces in front of the building).*

Please return this form to Human Resources to schedule interviews.