[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 _____

_____

[6] Will you accommodate zoom interviews? Yes   No

If yes, who will be scheduling the zoom interviews? HR   Admin Assistant

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

If yes, please describe instructions to applicant:

_____

[8] HOW MUCH TIME TO REVIEW THE INTERVIEW QUESTIONS: **5 min**   **10 min**   **15 min**

[9] DO CANDIDATES NEED TO BE PREPARED TO GIVE A TEACHING DEMONSTRATION/PRESENTATION? Yes   No

If yes, specify whether demonstration or presentation <u>and</u> desired length: _____
Equipment available for teaching demonstration _____

Topic: _____

_____

_____

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

If yes, please describe instructions to applicant:

[11] ANY EQUIVALENCY CANDIDATES?   Yes   No

If yes, please list name(s) of candidates below and attach Equivalency Review Sheet & Summary- Approval is required **PRIOR** to Interview

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

If yes, please e-mail your questions & criteria to Maria Padilla Campos/Shauna Malvino (cc: Sussanah Sydney) in Human Resources at least 3 days prior to your first day of interviews.

_____   _____
Committee Chair Signature   **Date**

Please email this form to Human Resources to schedule interviews.