

# Interview Schedule Planning



**INSTRUCTIONS:** This form must be completed in order for State Human Resources to schedule interviews utilizing the automated interview scheduling software. The completed form must be returned to the assigned HR staff member.

| <b>SECTION 1 (to be completed by human resources)</b>                                                                                                                                                                           |                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classification                                                                                                                                                                                                                  | Working Title                                                                                                                                               |
| Position Number                                                                                                                                                                                                                 | Job Opening ID                                                                                                                                              |
| <b>SECTION 2 (to be completed by hiring supervisor)</b>                                                                                                                                                                         |                                                                                                                                                             |
| What is the date(s) for the interview? (First Day, Second Day, Third Day, Fourth Day, etc.)                                                                                                                                     | How many minutes for each interview?                                                                                                                        |
| How many minutes in between each interview to discuss the previous candidate?                                                                                                                                                   | Would you like a lunch break?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If yes, what time and how many minutes?                     |
| Type of interview: (check all that apply if candidate has their choice)<br><input type="checkbox"/> Virtual<br><input type="checkbox"/> Phone<br><input type="checkbox"/> In-Person                                             | If interviews are virtual, what software will be used:<br><input type="checkbox"/> Teams<br><input type="checkbox"/> Zoom<br><input type="checkbox"/> Other |
| If candidate(s) has extenuating circumstances, will a virtual interview be acceptable even if the other interviews are in person? <input type="checkbox"/> Yes <input type="checkbox"/> No                                      |                                                                                                                                                             |
| If interviews are in-person, what is the street address and room number?                                                                                                                                                        |                                                                                                                                                             |
| Special instructions for entry/gate/security for in-person interviews?                                                                                                                                                          |                                                                                                                                                             |
| Special instructions for parking for in-person interviews?                                                                                                                                                                      |                                                                                                                                                             |
| What identification is needed for entry?<br><input type="checkbox"/> Real ID<br><input type="checkbox"/> Driver License<br><input type="checkbox"/> Passport<br><input type="checkbox"/> None<br><input type="checkbox"/> Other | Will their vehicle be searched upon entry?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Maybe                 |
| Will the candidate be escorted?<br><input type="checkbox"/> Escorted<br><input type="checkbox"/> Unescorted                                                                                                                     |                                                                                                                                                             |

Contact name, email address, phone number for the person candidates should contact on the day of interview. (in case applicant needs to cancel, reschedule, lost enroute, etc.)

### SECTION 3 (to be completed by hiring supervisor)

| Interview panel member name | Current or former state employee,<br>other government counterpart,<br>colleague, etc. | Contact Info:<br>phone number and email |
|-----------------------------|---------------------------------------------------------------------------------------|-----------------------------------------|
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### SECTION 4 (to be completed by hiring supervisor)

Use this chart below to map out your available interview schedule dates and times.

|            |  |  |  |  |  |
|------------|--|--|--|--|--|
| Date:      |  |  |  |  |  |
| Time Slot: |  |  |  |  |  |
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