

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.

SECTION 1 (to be completed by human resources)	
Classification	Working Title
Position Number	Job Opening ID
SECTION 2 (to be completed by hiring supervisor)	
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? ☐ Yes ☐ No If yes, what time and how many minutes?
Type of interview: (check all that apply if candidate has their choice) ☐ Virtual ☐ Phone ☐ In-Person	If interviews are virtual, what software will be used: ☐ Teams ☐ Zoom ☐ Other
If candidate(s) has extenuating circumstances, will a virtual interview be acceptable even if the other interviews are in person? ☐ Yes ☐ 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? ☐ Real ID ☐ Driver License ☐ Passport ☐ None ☐ Other	Will their vehicle be searched upon entry? ☐ Yes ☐ No ☐ Maybe
Will the candidate be escorted? ☐ Escorted ☐ 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, other government counterpart, colleague, etc.	Contact Info: phone number and email

SECTION 4 (to be completed by hiring supervisor)

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

Date:	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
Time Slot:					