Interview Schedule

Part A is internal and goes to interviewers and the coordinator. Part B is the candidate itinerary: copy only those fields into the confirmation email. Times are shown in the candidate's time zone unless noted.

PART A: LOOP DETAILS (INTERNAL)

Candidate name

Position and requisition number

Interview date

Time zone

Format

☐ On site ☐ Video ☐ Phone ☐ Hybrid (some on site, some video)

Recruiter

Coordinator and day-of phone number

Link to interview plan and question assignments

PART A: SESSION SCHEDULE

Session 1: start-end time, interviewer and title, focus area, room or link

Session 2: start-end time, interviewer and title, focus area, room or link

Session 3: start-end time, interviewer and title, focus area, room or link

Session 4: start-end time, interviewer and title, focus area, room or link

Breaks (time and length)

Backup interviewer for each session

Scorecards due by (date and time)

Debrief date, time and attendees

PART B: CANDIDATE ITINERARY

Arrival time (or time to join the video link)

Address, building entrance, floor and parking instructions

Video link, dial-in and tech check instructions

Who will greet you

Schedule: time, who you will meet (name and title) and topic for each session

What to bring (ID for building access, portfolio, laptop, nothing)

Dress guidance

Expected finish time

Contact if you are running late or need to reschedule (name, phone, email)

Accommodation requests: contact and how to ask

COORDINATOR CHECKLIST

- [ ] Interview plan confirmed and each interviewer knows their focus area and questions
- [ ] Calendar holds sent to all interviewers and backups, with the candidate's resume and scorecard link attached
- [ ] Rooms booked or video links created and tested; one link per session or a single shared link noted
- [ ] Candidate itinerary sent within 1 business day of agreeing the time
- [ ] Accommodation requests received and arranged (interpreter, accessible room, extra time, captioning)
- [ ] Visitor badge, parking pass or front-desk notice arranged for on-site interviews
- [ ] Reminder sent to candidate 24 hours before and again 1-2 hours before
- [ ] Reminder sent to interviewers the day before, with any schedule changes
- [ ] Day-of contact available by phone during the whole interview window
- [ ] Scorecards chased at the deadline and debrief held as scheduled
- [ ] Candidate told when they will hear back, and that date kept