

Sample Candidate Interview Schedule

Here is an example of a Candidate Interview Schedule for a process with:

- 5 Candidates
- 3 Activities:
 - An Employee Panel Interview
 - A Manager Panel Interview
 - One-on-One Interview with the Director (hiring authority)

The example assumes 55 minute interviews and that pre-briefing of panels occurred prior to the start of the interview day.

Candidate Interview Schedule			
	Employee Panel Interview Conference Room 1	Manager Panel Interview Conference Room 2	Director Interview Director's Office
Candidate A	8 – 9	9 – 10	10 – 11
Candidate B	9 – 10	10- 11	11 – 12
Candidate C	10 - 11	11 – 12	12 – 1
Candidate D	11:30 – 12:30	12:30 – 1:30	1:30 – 2:30
Candidate E	12:30 – 1:30	1:30 – 2:30	2:30 -3:30

Below is a more detailed example of “process schedule” for the day of the interviews. It shows a breakdown of activities for all participants from the beginning until the end of the day

Schedule of Activities: Day of the Interview			
Morning Activities			
When	Who	What	Where
8 – 9	Employee Panel	Interview Candidate A	Conference Room 1
9 – 10	Employee Panel	Interview Candidate B	Conference Room 1
	Manager Panel	Interview Candidate A	Conference Room 2
10 - 11	Employee Panel	Interview Candidate C	Conference Room 1
	Manager Panel	Interview Candidate B	Conference Room 2
	Director	Interview Candidate A	Director's Office
11- 11:30	Employee Panel	Lunch break	Conference Room 1
	Manager Panel	Interview Candidate C	Conference Room 2
	Director	Interview Candidate B	Director's Office
11:30 – Noon	Employee Panel	Interview Candidate D	Conference Room 1
	Manager Panel	Interview Candidate C (continued)	Conference Room 2
	Director	Interview Candidate B (continued)	Director's Office

Afternoon Activities			
When	Who	What	Where
Noon – 12:30	Employee Panel	Interview Candidate D (continued)	Conference Room 1
	Manager Panel	Lunch break	Conference Room 2
	Director	Interview Candidate C	Director's Office
12:30 - 1	Employee Panel	Interview Candidate E	Conference Room 1
	Manager Panel	Interview Candidate D	Conference Room 2
	Director	Interview Candidate C (continued)	Director's Office
1 – 1:30	Employee Panel	Interview Candidate E (continued)	Conference Room 1
	Manager Panel	Interview Candidate D (continued)	Conference Room 2
	Director	Lunch break	Director's Office
1:30 – 2:30	Employee Panel	Panel debrief (on break when debrief done)	Conference Room 1
	Manager Panel	Interview Candidate E	Conference Room 2
	Director	Interview Candidate D	Director's Office
2:30– 3:30	Employee Panel	On Break	
	Manager Panel	Panel debrief (on break when debrief done)	Conference Room 2
	Director	Interview Candidate E	Director's Office
3:30 – 4	Director, Employee Panel, HR	Employee Panel debrief with Director (HR facilitates)	Conference Room 1
4 - 4:30	Director, Manager Panel, HR	Manager Panel debrief with Director (HR facilitates)	Conference Room 2
4:30 – 5	Director, HR	Debrief status and determine next steps	Director's Office