Interview Schedule Template

Name of organisation: [Insert the name of organisation, institute or company where the interview will take place]

Address: [Insert address and other contact details of organisation]

Venue of interview: [Mention address of interview and if it is same as the organisation's office, then write same as above]

Date: [Insert date and day when interview will take place]

Name of applicant [Insert name of interviewee]	Post/course [Mention post or class for which interviewee has applied]	Time of interview [Insert time and number of hours allotted]	Name of interviewer [Insert name of person taking interview]	Designation of interviewer [Mention post of interviewer]

Special notes: [Insert any notes related to the interview which might have a direct effect on the schedule like expectant holidays, special timings etc]

Comments: [Insert any comments by the interviewer about the interview schedule or the candidates]

Signature of interviewer: [Add signature of interviewer]