

Candidate Interview Agenda

Below is a sample of a candidate interview schedule with:

- 5 Candidates
- 3 Parts:
 - Candidate panel interview
 - Management panel interview
 - Interview with hiring authority – VP of Operations in this scenario

This sample schedule assumes interviews of 55-minute each and that pre-briefing of panels took place prior to day of interviews.

| | Candidate Panel Interview Conference Room A | Management Panel Interview Conference Room B | VP of Operations Interview VP's Office |
|-------------|--|---|---|
| Candidate 1 | 8AM – 9AM | 9AM – 10AM | 10AM – 11AM |
| Candidate 2 | 9AM – 10AM | 10AM – 11AM | 11AM – 12PM |
| Candidate 3 | 10AM – 11AM | 11AM – 12PM | 12PM – 1PM |
| Candidate 4 | 11:30AM – 12:30PM | 12:30PM – 1:30PM | 1:30PM – 2:30PM |
| Candidate 5 | 12:30PM – 1:30PM | 1:30PM – 2:30PM | 2:30PM – 3:30PM |

Here's a more detailed sample of the interview day, breaking down the all-day activities for all participants (including lunch/breaks).

| Activity Schedule: Day of Interview | | | |
|--|------------------|-----------------------|-------------------|
| MORNING | | | |
| When | Who | What | Where |
| 8AM – 9AM | Candidate Panel | Interview Candidate 1 | Conference Room A |
| 9AM – 10AM | Candidate Panel | Interview Candidate 2 | Conference Room A |
| | Management Panel | Interview Candidate 1 | Conference Room B |
| 10AM – 11AM | Candidate Panel | Interview Candidate 3 | Conference Room A |
| | Management Panel | Interview Candidate 2 | Conference Room B |
| | VP of Operations | Interview Candidate 1 | VP's Office |
| 11AM – 11:30AM | Candidate Panel | Lunch break | Conference Room A |
| | Management Panel | Interview Candidate 3 | Conference Room B |
| | VP of Operations | Interview Candidate 2 | VP's office |
| 11:30AM – 12PM | Candidate Panel | Interview Candidate 4 | Conference Room A |
| | Management Panel | Interview Candidate 3 | Conference Room B |
| | VP of Operations | Interview Candidate 2 | VP's Office |