


# INSTRUCTIONS

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2. If you select a Google format, you will be prompted to make a copy of the file.
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**FILE FORMATS** (Available in A4 Size)





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TIME		APPLICANT'S NAME	POSITION APPLYING FOR	INTERVIEWER	LOCATION	NOTES
Start	End					
09:00 AM	09:30 AM	Alice Smith	Marketing Manager	Emily Johnson	Office	Candidate seems enthusiastic and well-prepared. Impressive previous experience.
10:00 AM	10:30 AM	Ernest Adams	Sales Representative	Michael Brown	Conference Room A	Applicant has strong communication skills, but needs more experience in the industry.
11:00 AM	11:45 AM	Robert Hammond	Software Engineer	Jennifer Short	Online (Zoom)	Technical expertise is evident. Candidate asked insightful questions about the team.
02:00 PM	02:30 PM	Caroline Turner	HR Coordinator	David Pisano	HR Department	Candidate shows potential but lacks experience in certain HR software.
03:00 PM	03:45 PM	Andrea Carter	Financial Analyst	Michelle Wingate	CFO's Office	Impressive data analysis skills, good fit for the team's analytical needs.