Interview Calendar

Use this calendar to identify Recruiting Committee availability. Based on availability, the Recruiter can schedule candidates for interview.

Instructions–

- Contact each Recruiting Committee member and note their availability using this template.
- Schedule candidate interviews according to their availability.
- Remember to include time after the interview for a Committee debrief.

Time Slot	Week One					Week Two		
	M	T	W	Th	F	M	T	W
9 a.m.								
10 a.m.								
11 a.m.								
12 p.m.								
1 p.m.								
2 p.m.								
3 p.m.								
4 p.m.								

This same template can be also used to schedule second interviews.