

## SAMPLE INTERVIEW SCHEDULE

<b>MORNING INTERVIEW</b>	<b>AFTERNOON INTERVIEW</b>	
<b>8:30 a.m.</b> MC/KP	<b>1:00 p.m.</b> MC/KP	<ul style="list-style-type: none"> <li>• Candidate Reports to Room 199</li> <li>• Meet with KP / MC, Room 193</li> </ul>
<b>9:00 a.m.</b> Candidate Prepares Alone (SCENARIO)	<b>1:30 p.m.</b> Candidate Prepares Alone (SCENARIO)	<ul style="list-style-type: none"> <li>• Receive Scenario – Room 197</li> <li>• 15 minutes to prepare response. Can use the computer if they wish and print out. Flipchart also available to prepare.</li> </ul>
<b>9:15 a.m.</b> Present SCENARIO to Audience/Group Q & A	<b>1:45 p.m.</b> Present SCENARIO to Audience/Group Q & A	<ul style="list-style-type: none"> <li>• PJ take candidate to Group Room in Bascom.</li> <li>• *Present response to the scenario to group.</li> <li>• Follow with a dialogue and other interview questions</li> <li>• Questions &amp; Answer Time <ul style="list-style-type: none"> <li>○ (flip chart, OH, LCD &amp; laptop available)</li> </ul> </li> </ul>
<b>10:00 a.m.</b> Candidate's PRESENTATION Q & A	<b>2:30 p.m.</b> Candidate's PRESENTATION Q & A	<ul style="list-style-type: none"> <li>• *Present 5 minutes on the role of the facilitator in process improvement</li> <li>• Follow up with dialogue with the audience</li> <li>• Questions &amp; Answer Time <ul style="list-style-type: none"> <li>○ (flip chart, OH, LCD &amp; laptop available)</li> </ul> </li> </ul>
<b>10:15 a.m.</b> BREAK	<b>2:45 p.m.</b> BREAK	BREAK (PJ will be there to assist them; give them instructions to reporting to Room 197 after break).
<b>10:30 a.m.</b> Candidate Alone (E-MAIL)	<b>3:00 p.m.</b> Candidate Alone (E-MAIL)	<ul style="list-style-type: none"> <li>• Go to Room 197 (use computer)</li> <li>• MC/KP to orientate candidate on e-mail assignment.</li> <li>• Prepare response to e-mail inquiry. <ul style="list-style-type: none"> <li>○ (Question is on Word in the computer. They can respond in Word).</li> </ul> </li> </ul>
<b>10:45 a.m.</b> MC / KP	<b>3:15 p.m.</b> MC / KP	Meet with KP/MC/perhaps others. Room 193.

\*OOI STAFF, facilitator Pool and others invited to attend these sessions.

**Schedule**