

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
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AFTERNOON			
When	Who	What	Where
12PM – 12:30PM	Candidate Panel	Interview Candidate 4 (Continued)	Conference room A
	Management Panel	Lunch break	Conference room B
	VP of Operations	Interview Candidate 3	VP's office
12:30PM – 1PM	Candidate Panel	Interview Candidate 5	Conference room A
	Management Panel	Interview Candidate 4	Conference room B
	VP of Operations	Interview Candidate 3 (Continued)	VP's office
1PM – 1:30PM	Candidate Panel	Interview Candidate 5 (Continued)	Conference room A
	Management Panel	Interview Candidate 4 (Continued)	Conference room B
	VP of Operations	Lunch break	VP's office
1:30PM – 2:30PM	Candidate Panel	Panel debrief (take break once completed)	Conference room A
	Management Panel	Interview Candidate 5	Conference room B
	VP of Operations	Interview Candidate 4	VP's office
2:30PM – 3:30PM	Candidate Panel	Break	
	Management Panel	Panel debrief (take break once completed)	Conference room B
	VP of Operations	Interview Candidate 5	VP's office
3:30PM – 4PM	VP of Operations, Candidate Panel, HR	Candidate Panel debrief with VP of Operations (HR facilitates)	Conference room A
4PM – 4:30PM	VP of Operations, Management Panel, HR	Management Panel debrief with VP of Operations (HR facilitates)	Conference room B
4:30PM – 5PM	VP of Operations, HR	Debrief status and determine next steps	VP's office