

# Sample Candidate Interview Schedule

## Assistant Professor Phone Interviews

Date: \_\_\_\_\_

Search Committee Location: \_\_\_\_\_

\*Be certain to review all candidate materials prior to the interviews  
We will meet at 9:30am discuss the process and prepare

\*10-4pm available times each day for 30 minute interviews

Note: It is helpful to plan at least 5-10 minutes between interviews to have time to prepare for the next candidate and to take breaks.

### Tuesday May 22<sup>nd</sup>:

<u>Time</u>	<u>Interviewee:</u>	<u>Phone Number:</u>	<u>Email:</u>
9:30am	<b>Review materials and prepare</b>		
10:00-10:30am	Jonathan Hernandez	(303) 778-1234	jher@gmail.com
10:35-11:05am	Diana Pitkar	(720) 888-3250	DPitkar@yahoo.com
11:10-11:40am	Thomas Littleton	(404) 123-4567	ThomasL@ufw.com
11:45-12:15pm	Sara Blume	(505) 891-1121	SaraB@gmail.com
12:15-12:50pm	<b>BREAK</b>		
1:00-1:30	Seth Andrews	(719) 555-4650	Sandrews@tsu.com
1:35-2:05	Anthony Samora	(323) 786-1212	A.Samora@USC.edu
2:10-2:40	Shannon Li	(808) 555-7575	LiShannon@gmail.com
2:45-3:45	<b>Break and Discussion</b>		

Note: Double check all phone numbers with candidates when scheduling phone interviews. Give candidates a back-up number to call in case of an emergency or in case they need to call in for the interview.