

Interview schedule

	Estimated time (mins)
Introductions	10
Introduce interview participants / welcome candidate	2
Give company overview and job description	4
Let candidate introduce themselves	2
Overview how the interview process will go	2
Questions for applicant	25
Questions about previous experience and training	10
Position-specific questions	5
General questions about problem solving, time management, etc.	10
Position-specific discussion	15
Required skills, etc.	7
Schedule expectations	3
Salary expectations	3
Provide timeline for start date	2
Conclusion	10
Questions from applicant	2
Verify or collect any missing information	1
Provide protocol for follow-up questions	1
Go over next steps and expected timeline for a hiring discussion	1
Thank candidate and take any remaining questions	2
Take time to internally review candidate	15
Total interview time	75