



Interview Request Form

Position and competition number:

Hiring Manager:

Interview Committee (please list first and last names):

Has a room been booked?

Yes No

If answered yes, which room will be used?

If answered no, do you have a preferred room or campus?

Preferred date for interview (Day 1):

Time(s):

Preferred date for interview (Day 2):

Time(s):

Length for each interview:

Would you like a break between interviews?

No Yes, 10 minutes Yes, 15 minutes
Other

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Are you willing to use Skype?

Yes

No

Please attach or provide any question to be given to the interviewee prior to the interview along with instructions:

Other (special instructions):

List of applicants to be interviewed: