**CANDIDATE INTERVIEW PLAN**

|  |  |  |
| --- | --- | --- |
| **POSITION INFORMATION** | | |
| Complete this form to detail the activities a candidate will participate in during the interview process. Order of events are subject to change based on availability of all parties. Candidate name, date, and times will be completed once interviews are scheduled. | | |
| Budget Position Number: | |  |
| UW System Title: | |  |
| Candidate Name: | |  |
|  | | |
|  | | |
| **EXAMPLE INTERVIEW PLAN** | | |
| 1 Hour | Interview with Panel (if applicable: via Teams) | |
| 30 minutes | Tour of Campus | |
| **INTERVIEW PLAN** (official dates and times will be determined at time of scheduling interview) | | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  | | |
| **ROUTING** | | |
| 1. Recruitment Chair sends form electronically to designated approver (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) 2. Designated Approver sends an email indicating approval to Recruitment Chair (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) | | |
| *Recruitment Chair retains all electronic approvals until conclusion of the recruitment.* | | |