

# Interview Process and Plans

## Sample Candidate Interview Schedule

Time	Candidate
6:30-7:10pm	
7:20-8:10pm	
8:10-9:00pm	
9:00-9:50pm	
9:50-10:30pm	

If more than 5 people apply, group interview would be scheduled.

## Interview Scheduling Considerations and Plans for Superintendent and School Board's Executive Administrative Assistant

1. Monday, February 10 – Administrative Assistant contacts candidates to communicate scheduled interview – email and call.
2. Request confirmation of interview from candidate to be completed by February 11<sup>th</sup> at 5pm
3. What steps should be taken if a candidate can't make the time assigned for their interview?
4. Other items to consider?