Interview Process Template

1. Review the position and job description
2. Develop final candidate evaluation sheet
3. Determine timeline of the process and set interview times in your calendar:
	1. **Job Posted:**
	2. **First Review of Applications:**
	3. **Virtual Interviews:**
	4. **In-person Interviews:**
	5. **Deliberation:**
	6. **Background Checks and Job Offer**
4. Invite committee members and send important dates:
	1. **Committee:**
5. First round interview questions:
	1. (Category) Question:
6. In-person interview questions and activity:
	1. (Category) Question: