**Interview Plan:**

Conference Room B (reserved ahead of time with Dept. Admin)

Interview Packets will have copy of Resume and Interview Questions

3:00 P.M. John Smith

3:30 P.M. John Doe

4:00 P.M. Jane Doe

1. Intro by Me
2. Intro by You
3. Me: Explains a little about position and Department
4. You: Explain the Interview Flow: back&forth questioning, free to ask questions as we go, take your time.
5. Me: Starts with Question #1
6. Same person asks the last Questions: Start Date, Salary, Expectations, any questions...?
7. Let them know we’ll be making a decision by the end of week, and any questions can be directed to Me or You

Notes:

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