

## Candidate Interview Itinerary Template

*Candidate Name*

*Position Title*

*Date of Interview*

Time	Agenda	Location/Room
	<b>Welcome and Overview of the Interview Day</b> <i>Name and Title</i>	
	<b>Meet with the Search Committee/Interview Team</b> ▪ ▪ ▪ ▪	
	<b>Meet with the Staff Department</b> ▪ ▪ ▪	
	<b>Campus Tour</b>	
	<b>Lunch with Names/Titles</b>	
	<b>Meet with VP/Department Head</b> <i>Name and Title</i>	
	<b>Meet with Community/Key Stakeholders</b> ▪ ▪ ▪	
	<b>Overview of Benefits &amp; Campus Resources</b>	
	<b>Wrap Up of Interview Day</b> <i>Name and Title</i>	