

Sample Interview Itinerary Templates

Use the sample itineraries below as a guide when developing an interview schedule for your candidate. Schedules should be customized based on the position, individuals involved in the interview process, and the activities appropriate for the role.

When creating the itinerary, be sure to include the date, time, activity, and location for each scheduled event. Provide the candidate with a copy of the completed itinerary in advance of their visit.

Classified Staff

Time	Activity	Location
1:00–1:15 p.m.	Meet with Director	Location
1:15–1:45 p.m.	Meet with Office Staff	Location
1:45–2:15 p.m.	Meet with Search Committee	Location
2:15–2:30 p.m.	Meet with Human Resource Services	Location

Professional Staff

Time	Activity	Location
8:15–8:45 a.m.	Meet with Search Committee	Location
8:45–9:15 a.m.	Meet with Vice President	Location
9:15–9:45 a.m.	Meet with Office Staff	Location
9:45–10:15 a.m.	Meet with Director	Location
10:15–10:30 a.m.	Break	—
10:30–11:15 a.m.	Campus Forum (Optional)	Location
11:15 a.m.–12:15 p.m.	Campus Tour	Location
12:15–12:30 p.m.	Meet with President (Director/VP Level Only)	Location
12:30–12:45 p.m.	Meet with Human Resource Services	Location

Faculty

Time	Activity	Location
8:30–9:30 a.m.	Breakfast with Committee Chair	Location
9:30–9:45 a.m.	Meet with President	Location
9:45–10:00 a.m.	Meet with Provost	Location
10:00–10:15 a.m.	Meet with Human Resource Services	Location
10:15–10:30 a.m.	Break	—
10:30 a.m.–12:00 p.m.	Teaching Demonstration	Location
12:00–1:00 p.m.	Lunch with Division	Location
1:00–1:30 p.m.	Research Presentation	Location
1:30–2:15 p.m.	Meet with Search Committee	Location
2:15–2:45 p.m.	Meet with Dean	Location
2:45–3:00 p.m.	Break	—
3:00–4:00 p.m.	Meet with Division Chair	Location
4:00–5:00 p.m.	Campus Tour	Location
6:00 p.m.	Dinner with Search Committee	Location