

GROUP INTERVIEW AGENDA

(Target duration: 2 hours for Candidates plus 1 additional hour for interview personnel)

- I. Introduction (10 min.) - **Facilitator**
 - A. Interview personnel (Facilitator, Assistants) introduce selves to Candidates and provide brief explanation of their role in process
 - B. Candidates introduce selves to rest of group
 - C. Facilitator provides overview of agenda

- II. Group Activities (70 min.) – **Facilitator and Assistants**
 - A. Structured Experience (50 min.)
 - B. Focused Discussion (20 min.)

- III. Information Session (25 min.) - **Facilitator**
 - A. Explaining particulars of position(s)
 1. Number of hours per week/number of positions
 2. Wages
 3. Statement of expectations
 - a. Qualities and characteristics of successful employees
 - b. Mandatory orientation and training
 - B. Gathering Candidate particulars
 1. Employment forms
 - a. Background check authorization
 - b. Employment application
 - c. Professional references
 2. Program forms
 - C. Explaining particulars of selection process
 1. Status of interview process (e.g., first of three interviews; the third will be completed by _____)
 2. Date and form of next contact (e.g., will receive notification [phone call or letter or email] by _____)

- IV. Candidate Questions (10 min.) – **Facilitator and Assistants**

- V. Summary, Conclusion, and Dismissal (5 min.) - **Facilitator**

- VI. Discussion of Interview Observations and Reflections (60 min.) – **Facilitator and Assistants**