

SAMPLE INTERVIEW SCHEDULE

MORNING INTERVIEW	AFTERNOON INTERVIEW	
8:30 a.m. MC/KP	1:00 p.m. MC/KP	<ul style="list-style-type: none"> • Candidate Reports to Room 199 • Meet with KP / MC, Room 193
9:00 a.m. Candidate Prepares Alone (SCENARIO)	1:30 p.m. Candidate Prepares Alone (SCENARIO)	<ul style="list-style-type: none"> • Receive Scenario – Room 197 • 15 minutes to prepare response. Can use the computer if they wish and print out. Flipchart also available to prepare.
9:15 a.m. Present SCENARIO to Audience/Group Q & A	1:45 p.m. Present SCENARIO to Audience/Group Q & A	<ul style="list-style-type: none"> • PJ take candidate to Group Room in Bascom. • *Present response to the scenario to group. • Follow with a dialogue and other interview questions • Questions & Answer Time <ul style="list-style-type: none"> ○ (flip chart, OH, LCD & laptop available)
10:00 a.m. Candidate's PRESENTATION Q & A	2:30 p.m. Candidate's PRESENTATION Q & A	<ul style="list-style-type: none"> • *Present 5 minutes on the role of the facilitator in process improvement • Follow up with dialogue with the audience • Questions & Answer Time <ul style="list-style-type: none"> ○ (flip chart, OH, LCD & laptop available)
10:15 a.m. BREAK	2:45 p.m. BREAK	BREAK (PJ will be there to assist them; give them instructions to reporting to Room 197 after break).
10:30 a.m. Candidate Alone (E-MAIL)	3:00 p.m. Candidate Alone (E-MAIL)	<ul style="list-style-type: none"> • Go to Room 197 (use computer) • MC/KP to orientate candidate on e-mail assignment. • Prepare response to e-mail inquiry. <ul style="list-style-type: none"> ○ (Question is on Word in the computer. They can respond in Word).
10:45 a.m. MC / KP	3:15 p.m. MC / KP	Meet with KP/MC/perhaps others. Room 193.

*OOI STAFF, facilitator Pool and others invited to attend these sessions.

Schedule