**Virtual Interview Agenda**

**Candidate:**

**Position:**

**Department/College:**

**Date:**

**Time: (range)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Task** | **Location** | **Interviewer** |
| 12-1 p.m., CT | Interview  | Zoom link | Name, title  |
| 1-2 p.m., CT | Committee Interview  | Zoom link  | Name, title  |
|  |  |  |  |
|  |  |  |  |

**Video interview instructions:** Please refer to [Indeed’s Video Interview Guide](https://www.indeed.com/career-advice/interviewing/video-interview-guide). If you have questions, please contact [hiring manager name] for more information.