

TEMPLATE

MEETING MINUTES CANDIDATE CAMPUS INTERVIEWS

**[POSITION TITLE] - [POSITION NUMBER]
[DATE] and [BUILDING, ROOM NUMBER]**

INTERVIEW GROUP: [GROUP NAME/TYPE]

Present: **[LIST COMMITTEE MEMBER NAMES]**

Number of Guests: **XX**

Minutes prepared by **[NAME]**.

Committee Chair **[NAME]** opened the meeting at **[TIME]**. The committee received a copy of the candidate feedback form. The form needs to be submitted by **[DATE AND TIME]**.

The candidate was interviewed.

The interview ended at **[TIME]**.

SAMPLE
MEETING MINUTES
CANDIDATE PHONE INTERVIEWS

Director, Sponsored Research – Position #123410
August 3, 2015 – Building 12, Alumni Room

INTERVIEW GROUP: Recruitment Committee

Present: **John Smith, Mary Williams, Edward Wallace, James Roy, Robert Simard, and Linda Rodgers**

Number of Guests: **0**

Minutes prepared by **Judy Girard**

Committee Chair **John Smith** opened the meeting at **3:00 p.m.** The committee received a copy of the candidate feedback form. The form needs to be submitted by **August 8, 2015.**

The candidate was interviewed.

The interview ended at **4:00 p.m.**

CANDIDATE INTERVIEW #1

Candidate **Sara Peters** was called at **10:15 a.m.** The interview proceeded. The candidate interview call ended at **11:00 a.m.**

Committee members presented reference check summaries on the candidate. Discussion was held regarding the candidate.

CANDIDATE INTERVIEW #2

Candidate **James Henry** was called at **11:15 a.m.** The interview proceeded. The candidate interview call ended at **12:10 p.m.**

Committee members presented reference check summaries on the candidate. Discussion was held regarding the candidate.

CANDIDATE INTERVIEW #3

Candidate **Harry Longmire** was called at **12:45 p.m.** The interview proceeded. The candidate interview call ended at **1:25 p.m.**

Committee members presented reference check summaries on the candidate. Discussion was held regarding the candidate.

DISCUSSION

After the phone interviews, the committee discussed the phone interview candidates.

A motion was made by **Edward Wallace** to recommend the following candidate(s) for campus interviews. The motion was second by **[NAME]**. The motion passed.

- **Sara Peters**
- **Harry Longmire**

CLOSING

The meeting closed at **2:00 p.m.**

