**SAMPLE - VIRTUAL INTERVIEW SCHEDULE – 10 Candidates (5 MORNING and 5 AFTERNOON)**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **AM SESSION** | | | | | |
| **9:15-9:30 am – Candidates join the Main ‘Zoom’ Room to ensure connection/viewability** | | | | | |
| **9:30-9:35 am – All candidates in main ‘Zoom’ room for “Welcome” by Program Director** | | | | | |
| **TIME** | **BREAKOUT ROOM 1**  **(Last names of those on interview team)** | **BREAKOUT ROOM 2**  **(Last names of those on interview team)** | **BREAKOUT ROOM 3**  **(Last names of those on interview team)** | **BREAKOUT ROOM 4**  **(Last names of those on interview team)** | **BREAKOUT ROOM 5**  **(Last names of those on interview team)** |
| 9:40-10:05a | Name of Candidate “A”  (VIRTUAL ROOM 1) | Name of Candidate “B”  (VIRTUAL ROOM 2) | Name of Candidate “C”  (VIRTUAL ROOM 3) | Name of Candidate “D”  (VIRTUAL ROOM 4) | Name of Candidate “E”  (VIRTUAL ROOM 5) |
| 10:05-  10:30a | Name of Candidate “E”  (VIRTUAL ROOM 1) | Name of Candidate “A”  (VIRTUAL ROOM 2) | Name of Candidate “B”  (VIRTUAL ROOM 3) | Name of Candidate “C”  (VIRTUAL ROOM 4) | Name of Candidate “D”  (VIRTUAL ROOM 5) |
| 10:30-  10:55a | Name of Candidate “D”  (VIRTUAL ROOM 1) | Name of Candidate “E”  (VIRTUAL ROOM 2) | Name of Candidate “A”  (VIRTUAL ROOM 3) | Name of Candidate “B”  (VIRTUAL ROOM 4) | Name of Candidate “C”  (VIRTUAL ROOM 5) |
| 10:55-  11:20a | Name of Candidate “C”  (VIRTUAL ROOM 1) | Name of Candidate “D”  (VIRTUAL ROOM 2) | Name of Candidate “E”  (VIRTUAL ROOM 3) | Name of Candidate “A”  (VIRTUAL ROOM 4) | Name of Candidate “B”  (VIRTUAL ROOM 5) |
| 11:20-  11:45a | Name of Candidate “B”  (VIRTUAL ROOM 1) | Name of Candidate “C”  (VIRTUAL ROOM 2) | Name of Candidate “D”  (VIRTUAL ROOM 3) | Name of Candidate “E”  (VIRTUAL ROOM 4) | Name of Candidate “A”  (VIRTUAL ROOM 5) |
| **11:45 – 11:50pm – All candidates brought back to main ‘Zoom’ room for closing remarks by Associate Program Director** | | | | | |

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| **11:50 am - 12:35 pm – LUNCH BREAK FOR INTERVIEWERS**  **(Interviewers will have virtual lunch break while doing review of morning candidates in main ‘Zoom’ room.)** |

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| **PM SESSION** | | | | | |
| **12:45 – 1:00 pm – Candidates join the Main ‘Zoom’ Room to ensure connection/viewability** | | | | | |
| **1:00 – 1:05 pm – All candidates in main ‘Zoom’ room for “Welcome” by Program Director** | | | | | |
| **TIME** | **BREAKOUT ROOM 1**  **(Last names of those on interview team)** | **BREAKOUT ROOM 2**  **(Last names of those on interview team)** | **BREAKOUT ROOM 3**  **(Last names of those on interview team)** | **BREAKOUT ROOM 4**  **(Last names of those on interview team)** | **BREAKOUT ROOM 5**  **(Last names of those on interview team)** |
| 1:10-  1:35p | Name of Candidate “A”  (VIRTUAL ROOM 1) | Name of Candidate “B”  (VIRTUAL ROOM 2) | Name of Candidate “C”  (VIRTUAL ROOM 3) | Name of Candidate “D”  (VIRTUAL ROOM 4) | Name of Candidate “E”  (VIRTUAL ROOM 5) |
| 1:35-  2:00p | Name of Candidate “E”  (VIRTUAL ROOM 1) | Name of Candidate “A”  (VIRTUAL ROOM 2) | Name of Candidate “B”  (VIRTUAL ROOM 3) | Name of Candidate “C”  (VIRTUAL ROOM 4) | Name of Candidate “D”  (VIRTUAL ROOM 5) |
| 2:00-  2:25p | Name of Candidate “D”  (VIRTUAL ROOM 1) | Name of Candidate “E”  (VIRTUAL ROOM 2) | Name of Candidate “A”  (VIRTUAL ROOM 3) | Name of Candidate “B”  (VIRTUAL ROOM 4) | Name of Candidate “C”  (VIRTUAL ROOM 5) |
| 2:25-  2:50p | Name of Candidate “C”  (VIRTUAL ROOM 1) | Name of Candidate “D”  (VIRTUAL ROOM 2) | Name of Candidate “E”  (VIRTUAL ROOM 3) | Name of Candidate “A”  (VIRTUAL ROOM 4) | Name of Candidate “B”  (VIRTUAL ROOM 5) |
| 2:50-  3:15p | Name of Candidate “B”  (VIRTUAL ROOM 1) | Name of Candidate “C”  (VIRTUAL ROOM 2) | Name of Candidate “D”  (VIRTUAL ROOM 3) | Name of Candidate “E”  (VIRTUAL ROOM 4) | Name of Candidate “A”  (VIRTUAL ROOM 5) |
| **3:15 – 3:20 pm – All candidates brought back to main ‘Zoom’ room for closing remarks by Associate Program Director** | | | | | |

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| **3:20 – 4:05 pm**  **(Interviewers will join in main ‘Zoom’ room to review afternoon candidates.)** |