

Business Presentations – Job Interview Sample Schedule

Overview for Instructors

- Recommended class size is 24-28 students. Schedule for 2 Sessions of 50-minutes each. (Each student is scheduled for **one** of the two days.)
- **Break each interview** day into two “waves.” If a student is the HR representative during the first wave, schedule for a later interview in the second wave. If a student will be a HR representative in the second wave, schedule for an early interview in the first wave.
- Vary the opportunities; for example, if a student conducts telephone interviews as the HR representative, schedule for a video or face-to-face interview as the job candidate.
- Schedule later in the semester so you have a better idea of who would make a good HR representative (major, skills, etc.).
- Video recording/viewing adds credibility and provides excellent class discussion after the activity. If you do not have a lab with video conferencing equipment, you could use Skype or other video conferencing tools for the interviews.

Tuesday – April 15 – 11 AM					
Telephone		Video		Face-to-Face	
HR Rep. SSS 418 (Instructor’s Office)	Candidate SSS 219 - Cell Phone 715.xxx.xxxx	HR Rep. SSS 216 Classroom	Candidate Conference Room	HR Rep. SSS 219A	Candidate SSS 219A
Jacobson, Jacqueline	Kxxxx, Christopher Bxxxx, Julia Bxxxx, Blaine	Bxxxx, Lucas	Kxxxx, Derek Cxxxx, Mitchell Gxxxx, Wade	Dxxxx, Kellie	Kxxxx, Alexis Mxxxx, Danielle Dxxxx, David Bxxxx, Tomas
Kollross, Alexis	Dxxxx, David Dxxxx, Kellie Bxxxx, Lucas	Kxxxx, Christopher	Bxxxx, Tomas Bxxxx, Julia Bxxxx, Blaine Mxxxx, Danielle	Kxxxx, Derek	Gxxxx, Wade Cxxxx, Mitchell Jxxxx, Jacqueline
Thursday – April 17 – 11 AM					
Telephone		Video		Face-to-Face	
HR Rep. SSS 418 (Instructor’s Office)	Candidate SSS 219 - Cell Phone 715.xxx.xxxx	HR Rep. SSS 216 Classroom	Candidate Conference Room	HR Rep. SSS 219A	Candidate SSS 219A
Raleigh, Jacob	O’Hxxx, Katherine Nxxxx, Beth Pxxxx, Cody	Pxxxx, Claire	Sxxxx, Quinlan Rxxxx, Spencer Qxxxx, Jenna	Pxxxx, Bradley	Sxxxx, Alex Sxxxx, Isaac Wxxxx, Brandon
Stekel, Alex	Qxxxx, Jenna Wxxxx, Brandon Pxxxx, Bradley	O’Hxxxx, Katherine	Nxxxx, Beth Sxxxx, Isaac Rxxxx, Jacob	Sxxxx, Quinlan	Rxxxx, Spencer Pxxxx, Cody Pxxxx, Claire