GROUP INTERVIEW AGENDA

(Target duration: 2 hours for Candidates plus 1 additional hour for interview personnel)

I. Introduction (10 min.) - Facilitator
   A. Interview personnel (Facilitator, Assistants) introduce selves to Candidates and provide brief explanation of their role in process
   B. Candidates introduce selves to rest of group
   C. Facilitator provides overview of agenda

II. Group Activities (70 min.) – Facilitator and Assistants
   A. Structured Experience (50 min.)
   B. Focused Discussion (20 min.)

III. Information Session (25 min.) - Facilitator
   A. Explaining particulars of position(s)
      1. Number of hours per week/number of positions
      2. Wages
      3. Statement of expectations
         a. Qualities and characteristics of successful employees
         b. Mandatory orientation and training
   B. Gathering Candidate particulars
      1. Employment forms
         a. Background check authorization
         b. Employment application
         c. Professional references
      2. Program forms
   C. Explaining particulars of selection process
      1. Status of interview process (e.g., first of three interviews; the third will be completed by ________)
      2. Date and form of next contact (e.g., will receive notification [phone call or letter or email] by ________)

IV. Candidate Questions (10 min.) – Facilitator and Assistants

V. Summary, Conclusion, and Dismissal (5 min.) - Facilitator

VI. Discussion of Interview Observations and Reflections (60 min.) – Facilitator and Assistants