



CONTACT INFORMATION

INTERVIEW TEMPLATE

Candidate Name:

Jane Doe

Area of Expertise:

Pediatrics (may wish to consider rehab)

Forwarded to:
(name & department)

1:40 pm 8/1/22

Contacted for Interview:

12:00 pm 8/3/22

Interview date & time:

8/14/2022 @ 1pm Eastern Time

Summary of interview
(choose one):

- 1. Advised to submit requisition for employment (will offer once application received).**
- 2. Declined due to:**
- 3. Forwarded to the following for consideration (if not appropriate for the area interviewed, consider forwarding to another department).**

Important: Please forward the notes post interview/outreach to **contact@kyndintl.com**