# **HR PANEL**

## **Interview Schedule Form Fields:**

#### 1. Personal Information:

- Full Name: (Text Input)
- Email Address: (Email Input)
- o Phone Number: (Text Input)
- Position Applied For: (Dropdown)
- o Department: (Dropdown)
- Resume/CV Upload: (File Upload)

#### 2. Interview Details:

- Interview Date: (Date Picker)
- Interview Time: (Time Picker)
- o Interview Location: (Text Input or Dropdown)
- Interviewer(s) Name: (Text Input or Multi-select)
- o Interview Type: (Dropdown In-person, Virtual, Phone)
- o Interview Mode: (Dropdown One-on-One, Panel, Group)

#### 3. Additional Information:

- Notes/Instructions for the Candidate: (Textarea)
- Documents to Bring: (Textarea)
- Link for Virtual Interview: (Text Input, if applicable)
- Special Requirements: (Textarea)

### 4. Status & Follow-up:

- o Interview Status: (Dropdown Scheduled, Rescheduled, Completed, Canceled)
- o Follow-up Date: (Date Picker)
- Comments: (Textarea)

#### 5. Action Buttons:

- Submit: (Button)
- o Reset: (Button)

# **Navigation**

- 1. Candidates List
- 2. Selected Candidates
- 3.