

Standard Operating Procedure (SOP)

Scheduling and Coordinating Interviews and Demonstration Lectures

Purpose: This SOP details the process for **scheduling and coordinating interviews and demonstration lectures**. It includes steps for planning interview dates, inviting candidates and panel members, arranging venues and necessary equipment, managing candidate communications, and ensuring smooth execution of demonstration lectures. The purpose is to streamline the selection process, improve candidate experience, and facilitate effective evaluation by the hiring committee.

Scope:

- This SOP applies to all departments conducting recruitment involving interviews and demonstration lectures.
- It covers administrative staff, panel members, and candidates involved in the process.

Process Steps

- 1. Initiate Scheduling**
 - Confirm shortlisted candidates and panel member availability.
 - Review required demonstration topics and panel expertise.
- 2. Identify Dates & Venues**
 - Propose at least two potential dates/times for interviews and demo lectures.
 - Reserve suitable venues with necessary capacity and accessibility.
- 3. Coordinate Equipment & Logistics**
 - List all required equipment (projector, laptop, markers, etc.).
 - Check equipment functionality 1 day prior to the event.
 - Arrange signage and refreshments if applicable.
- 4. Communicate with Panel Members**
 - Send calendar invites with date, time, venue, and agenda.
 - Provide panel with candidate details and evaluation forms.
- 5. Send Communication to Candidates**
 - Send formal invitation email containing:
 - Date, time, and venue.
 - Instructions for the demonstration lecture (topic, duration, equipment availability).
 - Contact information for questions.
 - Request confirmation of attendance.
 - Follow up as needed.
- 6. On the Day of Interview/Demonstration**
 - Prepare venue at least 30 minutes before scheduled time.
 - Greet candidates; provide instructions and guidance as needed.
 - Ensure all materials/equipment are operational.
 - Facilitate smooth flow and time management.
- 7. Post-Event Follow-up**
 - Collect completed evaluation forms from panel members.
 - Thank candidates for participation and communicate expected timeline for results.
 - Document any observations/issues for process improvement.

Roles & Responsibilities

Role	Responsibility
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Administrative Staff	Schedule interviews, book venues, send communications, arrange logistics.
Panel Members	Confirm availability, review candidate materials, evaluate during interviews/demos.
Candidates	Confirm attendance, prepare for demonstration lecture.

Documentation & Records

- Maintain correspondence with candidates and panel members.
- Preserve evaluation forms and attendance records.
- Note any feedback for future process improvement.

Related Forms/Templates

- Interview Invitation Email Template
- Panel Member Calendar Invite Template
- Evaluation Form Template
- Venue/Equipment Checklist

Review and update the SOP annually or as processes change.