Sample One Day Visit
On-Campus Interview Schedule

FirstName LastName, Candidate for _____
Date of Visit

Itinerary

Time	Activity	Location
8am	Breakfast with _____ at _____(generally at the hotel where the candidate is staying)	Location
9:15am	Meet with Search Committee or Department Chair for orientation of visit and to confirm details. May include info on reimbursement paperwork during this time.	Room _____
9:30am	Meet with faculty member	Room _____
10:00am	Meet with faculty member	Room _____
10:30 am	Break and prepare for seminar	Room _____
11am-12pm	Seminar: *Title*	Room _____
12pm-1:30pm	Lunch meeting with _____	Location
1:30pm	Meet with Faculty Member	Room _____
2:00pm	Meet with Faculty Member	Room _____
2:30-3:30 pm	Graduate Student Round Table	Room _____
3:30pm	Meet with Faculty Member	Room _____
4:00pm	Meet with Faculty Member	Room _____
4:30pm	Campus Tour	Room _____
5:00pm	Break	Room _____
6:30pm	Dinner with Search Committee Members. Professor XX will meet you at _____	Location

♦ Private office space available for Candidate name in _____