

Interview Expectations for Panel Interviews

Dear [Candidate's Name],

We are pleased to invite you for a panel interview for the [Job Title] position at [Company Name] on [Date] at [Time]. This letter outlines our expectations for the interview to ensure a productive and engaging discussion.

Interview Format

The panel interview will involve a group of interviewers from different departments within our organization. The interview is expected to last approximately [Duration].

Panel Members

You will have the opportunity to meet with the following panel members:

- [Name, Title]
- [Name, Title]
- [Name, Title]

Expectations

- Please arrive 10-15 minutes early to allow for check-in procedures.
- Dress in professional attire.
- Be prepared to discuss your experience and how it relates to the position.
- Expect a mix of behavioral and situational questions.
- Feel free to ask any questions you may have during the interview.

We look forward to meeting you and discussing how your skills and experiences align with our team at [Company Name].

Best regards,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]