

Introductory Remarks

Dear Panel Members,

Welcome to today's interview session for the [Position Title] position. Thank you for your presence and participation.

My name is [Your Name], and I am [Your Position/Role]. Today, we are excited to meet with [Candidate's Name], who has applied for this role and comes to us with [brief background on the candidate's experience].

The purpose of today's interview is to assess [Candidate's Name]'s suitability for our team and how their skills align with the goals of our organization. We aim to foster an open and respectful environment where the candidate can showcase their abilities and ask questions they may have about the role or our company culture.

We will structure the interview into several segments, including a brief introduction from the candidate, followed by questions from each panel member. After our discussions, we will give the candidate an opportunity to ask any questions they may have.

Thank you once again for being here, and let's make this a productive session. Now, I would like to invite [Candidate's Name] to begin with their introduction.