**INTERVIEW TRAINING PLAN**

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| **EMPLOYEE INFO** |  |  |  |  |
| **EMPLOYEE NAME** | **EMPLOYEE ID** |  | **TODAYS DATE** | **REVIEWER NAME** |
|  |   |  |   |  |
| **POSITION HELD** | **EMP START DATE** | **DEPARTMENT** | **LAST REVISED** | **REVIEWER TITLE** |
|  |   |   |   |  |
| **WEEK 1 ACTIVITIES** |  |  |  |  |
| **ACTIVITY DESCRIPTION** | **ACTIVE / HOLD** | **POINT OF CONTACT** | **STATUS** | **COMMENTS** |
|   | **ACTIVE** |   | **COMPLETED** |   |
|   | **HOLD** |   | **IN PROGRESS** |   |
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| **30 DAY ACTIVITIES** |  |  |  |  |
| **ACTIVITY DESCRIPTION** | **ACTIVE / HOLD** | **POINT OF CONTACT** | **STATUS** | **COMMENTS** |
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| **60 DAY ACTIVITIES** |  |  |  |  |
| **ACTIVITY DESCRIPTION** | **ACTIVE / HOLD** | **POINT OF CONTACT** | **STATUS** | **COMMENTS** |
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| **90 DAY ACTIVITIES** |  |  |  |  |
| **ACTIVITY DESCRIPTION** | **ACTIVE / HOLD** | **POINT OF CONTACT** | **STATUS** | **COMMENTS** |
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