

Fiona Cameron - General Manager

From: Caroline Harrington - Assistant Business Manager
Sent: 28 November 2001 13:30
To: Fiona Cameron - General Manager
Subject: CHI questions for Julie Miller

Fiona

List of questions for Julie Miller:

Please could Julie confirm the following:

- 1. Number of rooms - Interview rooms (2 or 3)? **4 + 1**
- Relaxing rooms - assuming only 1
- 2. Timing - Start times for am and pm sessions? **✓**
- 3. How much time do they want between interviews? **✓**
- 4. Any specific requests regarding the layout of the rooms (specifically the interview rooms)? **no**
- 5. Do CHI have a deadline date by which they want our schedule of interviews? **week before.**

(Obviously much of this will depend on the number of people they wish to interview and may also be answered when we get to see the Interview Schedule template)

Please can we have copies of:

- 1. Schedule (template) for interviews **✓**
- 2. CHI handout to be sent with interview appointment letters **✓**
- 3. Arrangements for lunch refreshments - is lunch expected to be provided by us?

That's all I can think of for now.....thank you, have a good (as good as possible) week - if you need to contact me phone the mobile I really wont mind!!

See you on the 10th.

Caroline Harrington
Assistant Business Manager

Check complaints

Sandwiches
8
juice
coffee
fruit

Vegetarian