

## Caroline Harrington - Assistant Business Manager

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**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)?  
- 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)?
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? *Yes, some veggie...*

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**

Q's for Fiona to ask Julie on 3/12.

- ① Schedule for interviews (template)
- ② Any specific requests re. room layout.
- ③ Any specific requests re. refreshments they wish to be provided.
- ④ CTH handout to go in c letters re interviews.
- ⑤ Lunch.



CHI - List of questions re. Jan. visit.  
Kellie - Anne Reilly - 020 7448 9200

1. No. of rooms - interviewing rooms  
- relaxing room.

2. Timing - AM session start time:  
- PM session start time:

How long between interviews:

3. Confirm 3 interviews at any one time (as per Jim's e-mail 12/11).

4. List of leavers - who to chase if no response CHI or PHCT?