Interview Attendance Confirmation Form

The **interview attendance confirmation form** sample provides employers with a structured way to verify candidates' presence for scheduled interviews. This form streamlines communication and ensures timely confirmations, reducing no-shows. Employers can customize the template to suit their recruitment process effectively.

Candidate Name:

Position Interviewing For:

Interview Date:

Interview Time:

Interview Location (or Virtual Link):

Will you attend the interview as scheduled?

--Select-- ▼

Comments (Optional):

Please mention if you need to reschedule or any special requirements.

Candidate Signature:

Date:

Confirm Attendance