

Interview Attendance Sheet Sample with Date and Time

An **interview attendance sheet sample** with date and time helps organize and track candidate participation efficiently during the recruitment process. It includes essential details such as candidate names, interview schedules, and attendance status to ensure smooth coordination. This document aids HR teams in maintaining accurate records and managing interview logistics effectively.

Interview Attendance Sheet

No.	Candidate Name	Position Applied	Interview Date	Interview Time	Attendance Status	Remarks	Signature
1	John Doe	Sales Executive	2024-07-10	09:00 AM	Present		
2	Jane Smith	Marketing Analyst	2024-07-10	09:30 AM	Absent	Not informed	
3	Michael Tan	HR Officer	2024-07-10	10:00 AM	Present		