 Panel Interview Schedule

Dear Colleague

**Re: <JOB TITLE, JOB REF and DATE>**

Thank you for agreeing to participate in the interviews for the above post. Please note the following details:

* **Interview summary:** Panel pre meet **<TIME>. <NUMBER>** candidates.

*Example: There are two parts to the selection process, as outlined below.*

* 1. *30-minute computer based exercise*
  2. *45-minute panel interview*
* **Panel Membership:**

Interview Panel Membership:

**Chair:** <NAME>

<NAME>

<NAME>

**Location:** Mile End/Whitechapel/Charterhouse Square

* **Interview schedule:**

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| --- | --- | --- |
| **Candidate name** | **Test time** | **Interview time** |
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| BREAK | | |
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* **Attached documents**

1. Interview Record Form (one for panel members and one for the Chair)
2. Job description
3. Application forms

 **Interview Record Form (Panel Member)**

**Guidance:**

* Each panel member must complete a copy of this form for each candidate interviewed.
* The panel Chair must then fill out the Interview Record Form (Chair) giving clear reasons for appointment/non-appointment with reference to the advertised criteria.
* The panel must decide which questions will be asked and by whom. These must be entered clearly on each candidate’s form before the interview commences. Questions must relate to the advertised essential / desirable criteria as appropriate.
* Panel members are advised to make appropriate notes against each question.
* A scoring system is optional and recommended, using the following scale:

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| --- | --- |
| **Test/Presentations:** | **Interview panels** |
| **0 =** **No response provided;** No response given. Response wholly irrelevant Test not completed or all incorrect | **0 =** **No answer provided;** No answer given. Answer wholly irrelevant. No examples given |
| **1 =** **Main point of test/presentation unaddressed;** A few general points/attempts made but main essence unanswered. Test attempted but mainly incorrect | **1 =** **Main point of question unaddressed;** A few general points made but main question unanswered. No examples/irrelevant examples given |
| **2 = Little response given;** A few points covered. Not all information relevant Some elements of the test completed | **2 =** **Little answer given;** A few points covered. Not all information relevant Minimal examples provided |
| **3 = Some response given;** Some points covered. Relevant information given Some relevant responses to the test | **3 = Some answer given;** Some points covered. Relevant information given Some examples given |
| **4 = Good response given;** Relevant information provided. All or most points covered well. All or most of the test completed correctly | **4 =** **Good answer given;** Relevant information provided. All or most points covered well Good examples used to evidence |
| **5 =** **Excellent response given;** All points addressed. All points relevant. Completed all of the test correctly | **5 = Excellent answer given;** All points addressed. All points relevant Excellent examples used to evidence |

 **Interview Record Form (Panel Member)**

**Note: Candidates can request to see the information written about them during the interview process.**

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| --- | --- | --- | --- |
| **Post title:** |  | **Interview date:** |  |
| **Name of panel member:** |  | **Name of candidate:** |  |

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| --- | --- | --- |
| **Presentation topic:** |  | **Score** |
| **Notes on presentation:** |  |  |

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| --- | --- | --- | --- |
| **Question** | **Relevant essential/desirable criteria** | **Notes** | **Score** |
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 **SUMMARY INTERVIEW RECORD FORM (CHAIR OF PANEL)**

**Summary record of reasons for selection/non-selection of interviewed candidates**

***To be completed by Panel Chair. This document is a summary of the panel’s decisions and will be used for compliance, audit and candidate feedback. This document must be uploaded to the e-recruitment system as soon as possible after the interviews have been completed.***

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| --- | --- | --- | --- |
| **Post title:** |  | **Post reference number:** |  |
| **Date of interview:** |  | **Provide details of any potential conflicts of interest disclosed by panel members:** |  |
| **Membership of Panel (including name and department/external organisation):** |  | **Provide details of the recent R&S Training undertaken by each panel member (including date and organisation/body):** |  |
| **Chair’s signature:** |  | **Date of completion:** |  |

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| --- | --- | --- | --- | --- |
| **Candidate Name** | **Total score/Ranking (1st, 2nd, 3rd etc)** | **Appointable YES/NO** | **Essential criteria met**  **YES/NO** | **Reasons for appointment/non appointment**  *Please make explicit reference to the advertised Person Specification criteria, especially those deemed essential, and confirm where applicants have or have not met the criteria. This information will be used for compliance purposes.* |
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