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

***To be completed by the Chair of the Panel. 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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