Job Title:

Vacancy Reference:

Interview Panel & Job Titles:

Who to ask for upon arrival: (IN PERSON ONLY)

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| --- | --- | --- | --- |
| **Interview Date – Location OR Teams** | | | |
| **Candidate** | **Presentation/Task Start time – Finish time** | **Interview start time – Finish time** | **Confirmed**  **Yes/No?** |
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| **Interview Date – Location OR Teams (if running over more than one day)** | | | |
| **Candidate** | **Presentation/Task time 30 mins** | **Interview time** | **Confirmed**  **Yes/No?** |
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* Date of interview/s –
* Location/s –
* Meeting Room/s
* Test format – If any and duration –
* Have you completed the candidate outcome form to enable me to inform the unsuccessful candidates and if so are you happy for me to inform the unsuccessful candidates –
* Any further information –

**NB.** Please remember to take a colour copy of the external candidates **Right to Work ID** (i.e. Signed and dated copy of their Passport) and a copy of any **Qualification/Registration** requirement – **We are not authorised to progress any engagements without meeting these essential legal requirements**. Additionally we’ll need all **interview notes** from all panel members to enable us to send the provisional offer.

**NB.** **Please note the recruitment process dictates that one of the panel members gives the candidates a quick courtesy call to inform them that they have been selected to attend the interview to confirm the day and time only. They’ll inform them that the full interview details will be confirmed via e-mail via the Interview Invite. If any of the candidates cannot make tier designated interview slot they can re-arrange immediately with the panel member.**

**NB. Please note you cannot book over lapping interview slots on ORC as the system recognises that the panel are already in an interview slot.**