Job Title:

Vacancy Reference:

Interview Panel & Job Titles:

Who to ask for upon arrival:

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| --- | --- | --- | --- |
| **Interview Date – Location – Meeting Room** | | | |
| **Candidate** | **Presentation/Task Start time – Finish time** | **Interview start time – Finish time** | **Confirmed**  **Yes/No?** |
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| **Interview Date – Location – Meeting Room (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**. Our Resourcing System Taleo only recognises interview slots on the hour and every half hour (i.e. 09:00 & 09:30). For any interviews taking place at say 09:15 we will need to invite the candidates to attend at 09:00 (15 minutes early as opposed to 15 minutes late).

**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) – **We are not authorised to progress any engagements without meeting this essential legal requirement**.

**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 and informs them that the full interview details will be confirmed via e-mail by the Resourcing Team. If any of the candidates cannot make tier designated interview slot they can re-arrange immediately with the panel member.