# Recruitment Selection Shortlisting/Interview Form

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| Post ref |  | Test/Presentation | Please state details/title of presentation/tests: |
| Job title |  | Name/contact telephone number of person to receive candidates’ presentations via email:  |
| Interview date |  |
| Interview location |  |
| Time panel meets |  | If you require OHP, Power Point or Flip Chart please organise |
| Time of first interview |  | Recruiting Manager |  |
| Time of last interview |  | Contact Tel No & Email |  |
| Interview length |  | Who/Where should candidates report to upon arrival? |  |
| Times of breaks (if needed) |  | Any parking restrictions on site?(If yes please detail)  | YES/NO |
| Shortlisted Candidates Application Numbers |  |

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| **Panel member** | **Job title** | **Base** | **Undertaken R & S Training** | **Available for Feedback** | **Contact number** |
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At least one of the panel members must have previously attended the Recruitment Selection Training Course. Please confirm by ticking the training box. Please also identify the member nominated to give feedback from shortlisting and interview decision, by entering the contact telephone number and ticking the feedback box next to the member’s name.

**Please note under equal opportunities, all disabled candidates meeting essential criteria must be shortlisted**. If any candidate has enclosed a statement of convictions with their application, this information will be sent to the **Appointing Officer** **only. It is their responsibility to ensure that this information is not divulged to other panel members until the interview process is complete and a decision made.**