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**Interview details form**

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| **Post Title:** |  | |
| **Ref no:** |  | |
| **Interview Date:** |  | |
| **Panel Members** | | |
| **Chair:** |  | |
| **Independent panel member:** |  | |
| **Other panel member:** |  | |
| *(The panel must include at least one person who has had training within the previous 5 years in recruitment interviewing. Please indicate who has had such training. It must also include an independent panel member. The Chair will be responsible for all of the recruitment paperwork)* | | |
| **Interviews** | | |
| Interviews to start at: |  | |
| Duration of interviews: |  | |
| Interviews to end at: |  | |
| If a break(s) is required please indicate at what time and the duration of the break: |  | |
| Please indicate where candidates are to report to (and to whom) on arrival for interview: |  | |
| Location: |  | |
| **Shortlisted candidates** | | |
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| Details of test (if applicable): | |  |
| Other information: | |  |
| **Post Title:** |  | |
| **Ref no:** |  | |

Please Note:

All reasons given are held on file and under data protection laws can be accessed by candidates. Any requests for feedback will also be supplied from this information so please ensure all comments are constructive and relate to the essential and desirable criteria set out in the further particulars.

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| Name of Candidate | Reason for not selecting (brief explanation) |
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