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**RECRUITMENT**

**Interview Outcome Forms**

**Offer**

This form must be completed in full by the Chair of the Interview Panel, in consultation with the Panel Members.

**For Data Protection purposes, please ensure all copies of applications and references are destroyed once the outcome is finalised.**

|  |  |
| --- | --- |
| **Post title** |  |
| **iGrasp reference number** |  |
| **Post number to be offered *(please do not leave this blank it can be found in Staff Connect under your reports)*** |  |
| **Name of successful candidate** |  |
| **Are they a current employee?** |  |
| **Start date\* Please note:** For new appointments starting in the current month, all offer paperwork (including original eligibility) must be with HR by the 5th of the month, and the contract signed and returned to HR by the candidate by the 10th of the month, in order to meet payroll deadlines. All appointees whose paperwork or signed contracts are received after these dates will be paid the following month and candidates must be made aware of this. |  |
| **Location and Department** |  |
| **Eligibility to work in the UK checked by whom (please attach)** | Name:Eligibility trained: Y/N |
| **Is a DBS check required?** |  |
| **FT/PT (please state hours)** | FT |  | PT |  | Hours |  |
| **Cost Code (for all posts please)** |  |
| **Permanent or fixed term**  | Perm: or Fixed term end date: |
| **Salary to be offered**Please note that verbal offers are legally binding. For new recruits to the University, the bottom spine point of the grade should be offered. For existing staff moving to a new post within the University, their current spine point should be offered or, if moving to a higher grade, the bottom point of the new grade. Offers outside of these guidelines should be discussed with your appropriate Resourcing Adviser prior to the verbal offer being made. | **£** Grade Point |
| **Are there any other issues discussed with the chosen candidate of which we should be aware?** |  |
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| --- | --- |
| **Monday to Friday or Monday to Sunday** |  |
| Working pattern *e.g. Mon-5 hours, Tues-4 hours, Weds-Off etc:* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week 1** | Mon | Tues | Weds | Thurs | Fri | Sat | Sun |
|  |  |  |  |  |  |  |  |
| **Week 2** (if on 2 week rota) | Mon | Tues | Weds | Thurs | Fri | Sat | Sun |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **\*Start time and location** |  |
| **\*Who will meet them on their first day** |  |

**\*You will need to contact the successful applicant and advise them of this information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Form completed by** |  | Date |  |
| **Contact number** |  |

Once your chosen candidate has returned all of their documentation we will email you with their staff ID number.

All new staff are sent an email to the email address they provided on their application which contains information regarding their staff login. If they have not had this or have any queries regarding their IT account please contact helpdesk@kent.ac.uk

You are able to look up employee numbers for all staff for whom records have been created via reports available in Staff Connect. If you do not already have access to these reports, you can download the form requesting access here: <http://www.kent.ac.uk/hr-managementinformation/reports-statistics/index.html?tab=faq>

For queries regarding reports please contact hrsysplan@kent.ac.uk

**Interview Outcome Forms**

**Unsuccessful applicants following interview**

**Please attach interview notes**

|  |  |
| --- | --- |
| **Post title:** | **iGrasp reference 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.**

|  |  |
| --- | --- |
| **Name of candidate** | **Reason for not selecting (brief explanation)** |
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Please return this form along with any interview notes for all interviewed candidates to HR, Commercial Services, Tanglewood.