



**HR SERVICES
INTERVIEW SELECTION FORM**

CONFIDENTIAL

To:

Application listed overleaf are for the post of:

Date Sent.....Signature.....(HR Services)

Time of Pre-Interview Panel Meeting:

SHORT LISTED CANDIDATES:

| <u>Name</u> | <u>Presentation (Time)</u> | <u>Formal Interview (Time)</u> |
|-------------|----------------------------|--------------------------------|
|-------------|----------------------------|--------------------------------|

Please indicate the topic and duration for presentation/selection tests (if applicable):

PANEL MEMBERS

Chairperson (Deputy Vice-Chancellor/Dean of School/Director of Service):
Other members of the Panel:

SUGGESTED INTERVIEW DATE:.....
(Please allow two weeks' notice in order for candidates to have adequate notice and interview arrangements to be made)

INTERVIEW ROOM NUMBER:.....CAMPUS/BUILDING:.....
(Please ensure that you book the interview room)

REPORTING INSTRUCTIONS:.....

Shortlisting should be carried out by all members of the panel. As a minimum shortlisting should be done by the Chair of the panel and one other member of the panel (please see Recruitment and Selection Policy and Guidelines for detailed guidance).

PLEASE ENSURE THAT YOU KEEP NOTES AT BOTH THE SHORTLISTING AND INTERVIEW STAGE. (Pro-formas are attached).

Signature of UMT member approving shortlist

.....Date:

After completing the short list and within two working days of receiving this form the Dean of School/Director of Service concerned should send this form together with all applications for approval as appropriate and then transmission to HR Services.

Please ensure that all details are completed below and that the panel is appropriately constituted (see Recruitment and Selection Policy). Please ensure that panels are representative i.e. there must be both males and females on panels and where possible individuals of different racial and ethnic backgrounds.