



## **Guidelines for Presentations**

1. As part of the selection process for academic posts, shortlisted candidates may be invited, within the interview slot, to make a presentation to the selection panel on a relevant topic, to be agreed with the Chair of the appointment panel.
2. A separate presentation may also be made to the staff of the School concerned. All school staff may be invited to attend the presentations. However, anyone who attends must do so for all the presentations and not just some of them. The applications of the candidates must not be circulated to colleagues who attend the presentations, as they are confidential documents and are to be considered only by the selection panel. The panel members must not circulate candidates' applications or other personal information about them outside the panel. However, an outline of each candidate's career history may be circulated to staff who attend the presentations, to be agreed in advance by the Dean of School.
3. No member of the selection panel should attend the School presentations.
3. The presentation allows each candidate to demonstrate their knowledge of the topic and their presentation skills.

## **Feedback from presentations**

4. It is essential that arrangements are made for giving structured feedback to the appointment panel in relation to any School presentation.
5. This will entail the Dean of School nominating a suitable senior academic staff member from within the School to summarise, using the form provided, the views of colleagues who attended the presentations as to the particular strengths of the individual candidates' presentations. No other form may be used.
6. At the start of each School presentation the Dean of School's nominee explains his or her role to the candidate and to colleagues. At the end of the presentations the Dean of School's nominee leads a discussion about each of the presentations in turn, and completes the Presentation Feedback Form. The Form is to provide objective and structured feedback and comment from the participants on the strengths of each candidate in the areas being assessed. While such comments are helpful to the selection panel, the presentations in no sense involve a selection decision, which is a matter for the selection panel only.
7. The Dean of School's nominee should complete only one form for each candidate. Once the Form has been completed, the Dean of School's nominee passes the form to the selection panel Chair, with copies for each of the panel members. At the end of the interviews, the Chair and the selection panel will consider this written feedback as part of their deliberations in relation to the relevant aspects of the person specification

**Presentation Feedback Form (for completion by the Dean of School's nominee only)**

**Post:** \_\_\_\_\_

**Topic of presentation:** \_\_\_\_\_

\_\_\_\_\_

**Name of Candidate:** \_\_\_\_\_

**1. Knowledge of presentation topic**

**2. Evidence of communication skills**

**3. Time management**

**Name of Dean of School's nominee:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_