**Interview Arrangements Form**

***To be completed by the HR-Hub only***

|  |  |  |  |
| --- | --- | --- | --- |
| **Post ID: HGH** |  | **Closing Date:** |  |
| **Post Title:** |  |
| **Lead Officer’s Name:** |  |
| **LO’s Full Telephone Number:** |  |
| **Resourcelink Post ID:** |  |

In order for interview arrangements to be set up once you have shortlisted your candidates, please complete this form and return it to **Choose a HR Hub**.

***To be completed by the Lead Officer/Line Manager***

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| **Who are the Panel Members? *(Please confirm the Lead Officer as well)*** |
| **LO** |  |
| **PM1** |  |
| **PM2** |  |
| **PM3** |  |
| **PM4** |  |
| **PM5** |  |
| **Any comments *(plus additional Panel Members)*** |
|  |
| **Date of Interviews:** |  | **Number of Interviews:** |  |
| **Start Time for First Interview:** |  | **Length of each Interview:** |  |
| **Do you wish a break(s)?** | **Yes** | **No** | *Please delete as appropriate* |
| **What time would you like a break(s) and how long should it/they be?** |
|  |
| **Location of Interviews:** |  |
| **Will there be tests/presentations etc?** | **Yes** | **No** | *Please delete as appropriate* |
| **If so, please give details, including subject, length of presentation, format it is to take, whether it requires to be uploaded to a system before the interview, what date/time, to whom and where should it be sent** |  |
| **Candidates report to whom?** |  |
| **Where do they report to?** |  |