**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***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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?** | | | |  | | | | | | |