

**Interview Documentation**

**Candidate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Timings/Structure of interview**

|  |  |  |
| --- | --- | --- |
| **Heading** | **Who** | **Timing** |
| Introduction/structure of interview |  |  |
| Biographical – CV  |  |  |
| Motivation for role  |  |  |
| Technical Questions  |  |  |
| General Questions |  |  |
| Candidate Questions |  |  |
| Summary – Next Steps |  |  |

**Introduction**

* Welcome the candidate and introduce yourself and the other panel members (remember to tell them what involvement each member has with the post being recruited for).
* Brief the candidate on the duration of the interview and let them know that it will consist of:
* Biographical (Career History) section
* Any additional tasks e.g. presentation
* Technical questions
* General questions
* Us sharing information with them about the post, benefits and our expectations
	+ Let them know that there will be an opportunity for them to ask us questions and share their needs and expectations
	+ Explain that you will be taking notes throughout the interview.
	+ Ensure that you check that the candidate has no questions before you get started.

**Discuss the post** – Briefly explain the post, how it fits into the University and the expectations of the role

Now explain to the candidate that you are going to move onto the questioning part of the interview and begin with some general questions

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| **Question**  | **Response/Comments** |
| **Biographical Section** Briefly talk me through the highlights of your career to date and any aspects that you feel are particularly relevant to our vacancy.  |  |
| **Motivation Section** What attracted you to apply for this post? Why the University of Edinburgh and why now? |  |
| **Technical questions** |
| **Add questions linked to the essential criteria**  |  |
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| **Add questions linked to the essential criteria**  |  |
| **Add questions linked to the desirable criteria** |  |
| **Add questions linked to the desirable criteria** |  |
| **General Questions** What is the earliest you would be able to take up post?Would there be any flexibility in your notice (if applicable)?Internal: Have you discussed a release date with your manager? Do you have any other interviews or offers at the moment?Do you have any holidays or other time off work planned? *Note down any times that might cause a problem, for example if the candidate needs to join an induction programme*Now that you’ve learned more about the position and us do you have any questions? |  |

**Close**

* Thank the candidate for their time and ensure they have no concluding questions.
* Advise the candidate of the timescale for making a decision, and how you will inform them of the outcome.
* Advise the candidate that all offers of employment are subject to references
* Offer to take the candidate on a tour of the building, in order to promote the organisation to them more fully (if appropriate and time allows)
* If not already collected, gather the candidate’s proof of eligibility to work in the UK.

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| **Interview outcome summary** |
| **Essential Criteria:** | **Exceeds Criterion (4)** | **Meets Criterion****(3)** | **Almost meets Criterion (2)** | **Criterion not met** |
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| **Desirable Criteria** |  |  |  |  |
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| Strengths: | Areas to develop: |

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| --- | --- |
| Knowledge, skills and experience adequate but not best  |  |
| Knowledge, skills and experience below minimum requirement |  |
| Near miss candidate - met all criteria but not best  |  |
| No show at interview |  |
| Redeployment of internal employee |  |
| Inviting for another role |  |
| Failed right to work check |  |

**Recommendation:** Offer: On Hold/Reserve: Reject: Rejection reason:

Would the candidate be suitable for another role (if so what)?

Yes No