**Vacancy:**

**INTERVIEW ARRANGEMENTS**

In order for your interviews to be arranged, please complete the following questions and return to HR@nwleicestershire.gov.uk as soon as possible along with the shortlisting spreadsheets (for both the chair and any panel members).

 Please note the following:

1. After 21 days have elapsed, candidates will assume they have been unsuccessful, even if you do not wish to shortlist any candidates HR still need to contact them with the outcome of their application.
2. It is Council policy to shortlist disabled applicants who meet the essential criteria.
3. A minimum of 10 working days is required for arrangements to be made. Candidates must be given at least 5 working days’ notice of interview.

|  |  |  |
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| **Questions:** | **Yes** | **No** |
| Are there any internal candidate shortlisted for interview? |  |  |
| Are there any candidates with disability shortlisted for interview? |  |  |
| If the answer to either of the above questions is YES, you should contact your Senior HR Advisor to discuss if they are required to be on the panel |
| Has the Senior HR Advisor indicated that they wish to be on the interview panel? |  |  |

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| **Interview** |
| What date will the interviews be held**?** **(please ensure you have checked candidate availability on their application form)** |  |
| How will the interview be held? | In Person | Microsoft Teams | Skype |
|  |  |  |
| If in person where will the interviews be held? | Room:  |

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| **Test** (only if stipulated in the job pack) |
| Do you want candidates to complete any of the following (tick as appropriate) |
| An online Personality Profile Analysis [ ]  |
| An online Thomas International General Intelligence Assessment. [ ]  |
| A work based exercise (organised and administered by yourselves on the day of the interview ) [ ]  |

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| **Presentation** (only if stipulated in the job pack) | **Yes** | **No** |
| Are the candidates required to deliver a presentation? |  |  |
| Will candidates be asked to prepare the presentation prior to the interview? |  |  |
| If yes, what is the title/topic of the presentation  |
| Are they allowed to use audio visual aids?(please note you will need to arrange any audio/visual equipment if needed) |  |  |
| How long should the presentation last? |  |

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| **Panel** |
| Name of chair |  |
| Names of other panel members |  |
| Please ensure you have checked their availability for interview prior to sending this form to HR |
| If you require an external representative on the panel, please remember to * check their availability and book them for the interviews
* provide us with their names and their email address
 |

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| **Interview slots** –Please use this table to confirm your test/interview schedule. Note, the candidates are given a choice of slots to book, therefore please do not allocate slots to candidates on below table. |
| Interview slots | Test TimeFrom : To | Interview TimeFrom : To |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| We will share the confirmed schedule with you once all candidates have booked their time slot. If the interviews are over Microsoft Teams/Skype we will share candidates’ email addresses with you at this point to allow you to send meeting invites. |

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| **Finally** |
| Who will collect the candidates from reception (where applicable)?  |  |
| Other information you think we will need to know to organise your interviews: |
| Once fully completed please send this along with all the shortlisting spreadsheets to hr@nwleicestershire.gov.uk |

What you need to do prior to sending this form:

* Where required, book time with Senior HR Advisor;
* Book rooms for interviews and tests.

Please note that it will be the responsibility of the recruiting manager to organise the attendance of an external panel member. If you require a tenant representative please contact the resident involvement team.

Recruiting manager is also responsible for arranging any refreshments, lunch, audio visual equipment, and flip charts.