**Interview Notes Pack**

**Contents**

**Section 1. Interview Guidance**

**Section 2. Interview questions record**

**Section 3. Notes for each candidate**

**Printing instructions:**

* **Section 1 and 2 – Print 1 copy for each panel member**
* **Section 3 – Print for each candidate for each panel member**

**Instructions during interviews:**

* **All panel members may take notes but must only use this document to record notes – all records must be kept for 12 months following the interview process for all candidates, longer for successful candidate**
* **Panel members should not score questions – this will be done by the Chair at the end of the process**
* **During the wrap up session the Chair should record the consensus score for each question, the concluding comments, and feedback for the candidates.**
* **Chair must complete final page of this document**

**Instructions after interviews:**

* **Please send the recruitment team one copy of Section 2 and all copies of all panel members’ notes and the Chair’s notes**
* **Complete the appointment tab on the SR1 once you have made an offer to a candidate**

**SECTION 1 – Interview Guidance**

* The purpose of this form is to record and justify the decision making process of all appointments that are made on behalf of the University, based on clear and consistent assessment criteria. Please use one form per candidate (Section 3).
* Prepare your questions based on the essential and desirable criteria in advance and decide which panel member is asking which questions. The format of the selection process should be consistent for all candidates.
* **RESPONSIBILITIES OF THE CHAIR** are to ensure that:
	+ All panel members conduct a fair, objective and confidential assessment of each candidate’s suitability for the role
	+ The University’s [**Equality and Diversity**](http://www.exeter.ac.uk/staff/equality/toolkit/) policy is adhered to and that no discriminatory practice takes place
	+ The panel’s consensus score for each question for each candidate is recorded and returned to the recruitment team, along with *all* notes made in the interview
	+ That evidence of a candidate’s [**Right to Work**](http://www.exeter.ac.uk/staff/employment/righttowork/proof/) is certified at interview stage, therefore preventing any unnecessary administrative delay at appointment stage.

The Chair has the final decision-making authority where the panel is divided.

* Candidates can request to see a copy of their interview notes made about them. Therefore:
	+ You should only record information that is relevant to the person specification for the role that you are interviewing for
	+ You should not seek personal information that is not necessary to making a decision
	+ Your notes should be legible, complete and should capture key points for feedback and decision making
	+ Your notes must be recorded on this document and not in a personal notebook

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| **Once the selection is made this form MUST be submitted to the** [**Recruiter**](http://www.exeter.ac.uk/staff/contacts/hr/recruitment/) **who is looking after your post, by email. You should then securely destroy your copies.**  |

**Scoring** **Definitions**

We recommend that you score your candidates according to the below criteria, based on their performance at each stage of the selection process in relation to the essential and desirable criteria specified in the Job Description and Person Specification:

|  |  |  |  |
| --- | --- | --- | --- |
| **0** | **Does not meet expectations/requirements**. No evidence provided that candidate meets the essential and/or desirable criteria | **1** | **Partially meets expectations/requirements.** Some evidence provided that candidate meets the essential criteria and/or desirable criteria. |
| **2** | **Meets expectations/requirements.** Evidence provided that candidate meets the essential criteria and/or desirable criteria. | **3** | **Exceeds expectations/requirements.** Ample evidence provided that candidate exceeds the essential criteria and meets/exceeds the desirable criteria. |

**SECTION 2 – Interview Questions**

Type/ write your questions out in full in this section

**Question or evidence requested needs to relate to the skills, experience and qualifications outlined in the Job Description and Person Specification.**

**Questions should be competency based as much as possible – for example “Please tell us about a time where you successfully completed a complex project working across multiple disciplines”**

**An ideal number of questions would be 6-8**

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| --- | --- |
| **Post Title:**  | **Ref:**  |
| **Date of Selection Process:** |  |
| **College / Discipline:** |  |

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Asked By** | **Question** |
|  |  |  |
|  |  | *Note essential criteria that the question is assessing here* |
|  |  | **Question** |
|  |  |  |
|  |  | *Note essential criteria that the question is assessing here* |
|  |  | **Question** |
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|  |  | *Note essential criteria that the question is assessing here* |
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|  |  | **Question** |
|  |  |  |
|  |  | *Note essential criteria that the question is assessing here* |
|  |  | **Inclusivity – for Leadership roles only** |
|  |  | *(If a Leadership role)* It is important for us that all our staff take responsibility for creating an inclusive and supportive workplace. Can you tell us how you contribute to creating an inclusive environment at your current/ previous workplace? |
|  |  | *(If a Leadership role)* How do you ensure diversity in your recruitment? |

**SECTION 3 – Notes for each Candidate**

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| **Candidate Name:** |  |

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| **Please ensure the following statement, or similar, is included in your introductions to the candidate:** “*The University is committed to equality and diversity and as Chair of the panel it is my role to ensure that the entire selection process is fair and inclusive.”* |

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| **Opening questions (not scored)** |
| **Interest in role and general motivations/ why now?** |  |
| **How does role fit into longer term career plans?** |  |
| **Skills and Experience Assessment via Interview** |
| **Question**  | **Evidence demonstrated?** **(0 - 3)***(To be completed by Chair only using panel discussion at wrap up)* | **Notes relating to candidate’s answer and how this met selection criteria – for candidate feedback purposes** |
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| **INCLUSIVITY SAMPLE QUESTIONS***(If a Leadership role)* **Can you tell us how you contribute to creating an inclusive environment at your current/ previous workplace?***(If a Leadership role)* **How do you ensure diversity in your recruitment?** |  |  |
| **Desirable skills and experience**  |
| ***(Make a note of any other comments or feedback here relating to other criteria).*** |
| **Other assessments** | **Evidence of person spec criteria demonstrated?** **(0 - 3)** | **Comments for feedback (how results relate to person specification criteria)** |
| **Presentation/Test/Work simulation (include what it was)** |  |  |
| **Other (please note what this was)** |  |  |
| **Now give the candidate an opportunity to ask any questions that they might have.** |
| ***Note any questions that you may need to respond to following the interview:*** |
| **Interview result** | **Appointable\* [ ]***\*For a candidate to be appointable, they must have scored at least a 2 (meets expectations/requirements) on all the essential criteria.* |  | **Consider placing on talent pooling list for future consideration?\*\* [ ]***\*\*Please only tick this if the candidate(s) is a very strong contender/runner up to the appointed candidate.* | **Not appointable [ ]** |
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| --- | --- | --- | --- | --- | --- |
| **Name of Panel Member:** |  | **Signature of Panel Member:** |  | **Date:** |  |

**For Chairs only**

|  |  |
| --- | --- |
| **Summary of concluding comments** |  |
| **Final Score** |  |

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| --- | --- |
| **Panel members****present at interview** **(Names and job titles)** |  |

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| **I can confirm that all candidates have been treated equally and fairly throughout the interview and no questions were asked that could disadvantage any candidate.** |
| **Name of Panel Chair:** |  | **Signature of Panel Chair:** |  | **Date:** |  |