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| **INTERVIEW PANEL RECORD sheet** |
| **Post:**  | **Job ref:** |
| **School/Service:** | **Contact Name:**  | **Contact Ext.**  |
| **Recruiting Manager:**  | **Redeployment ref:**  | **Grade:**  | **Closing Date:**  |
| **Initial Contact Made:** | **Shortlist Date:** | **Shortlist Received:** |
| **Interview Date:**  | **Time:** | **Presentations:** | **Tours:** | **Other tests:** |
| **Venue:**  | **Report to who and where:** |
| **Catering:**  | **Email:** **cateringbookings@leeds.ac.uk** | **Account No:** |
| **Panel Members** | **At least one of each role must be filled and no single sex panels** |  |
| **Name** | **Position** | **Contact details** | **M/F** | **Chair****✓** | **Independent****✓** | **Departmental****✓** | **HR Rep****✓** | **Diary confirmed? ✓** |
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| **Shortlisted candidates** |
| **Name** | **Interview Time** | **Invited on date** | **Accepted****✓** | **Accommodation Required?****Where & When** | **Accommodation Booked? ✓** | **Current Employer** | **Current Salary** | **Appointable (Y/N)** | **Suggested Salary** |
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| **No recommendation for an appointment to be sent forward at the present time. Please tick**  |  |
| **Declarations of interest made:** |

**N.B. The following recruitment paperwork MUST be retained by the department in a secure file for 9 months before being disposed of via confidential waste:**

**●Interview panel record sheet ●Application forms ●Interview panel minutes and appointment of staff form**

**●Panel notes (Interview panel assessment forms, notes on candidates including reasons for non-appointment) ●All notes from short listing**