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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**](mailto: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**