

1.0 Preparation for the Interviews

- Following the selection process, the recruitment panel should agree the questions to be asked of all interviewees.
- The Recruitment Panel should refer to the Competency Scoring Matrix prior to beginning interviews.
- Decide which members of the recruitment panel will ask each question.
- It is good practice for a member of the recruitment panel to meet the interviewee and introduce themselves and put the candidate at ease.
- The chair of the panel should check the 'Criminal Convictions Declaration Form' prior to candidates coming into the formal interview. This will allow for any questions to be asked where the facts are unclear.

2.0 During Interviews

- The chair should introduce the recruitment panel with their name and job title.
- Ensure that the candidate is at ease before beginning the interview.
- It is good practice for the person asking the question to focus on the feedback while the other members take notes.
- When taking notes it is essential that these are as full and detailed as possible. These notes may be used in feedback to candidates if they request this following the interview.
- Questions should follow the agreed format. Where further questioning is necessary this should be consistent across all candidates.
- Recruitment panels must never ask questions relating to an individual's marital status, ethnic background etc.

3.0 Following Interviews

- The first choice of candidate should be offered employment before any other candidates are contacted.
- In all offers of employment made, it is essential that the successful candidate is made aware that any offer of employment will be subject to submission of relevant documentation and satisfaction of requirements.
- Complete the relevant paperwork and begin preparation for induction both corporate and local.