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| **Interview Arrangement Form** |
| *Return completed form to* *recruitment@phc.ox.ac.uk* *by your agreed date as set out in the recruitment timeline**Please ensure that all panel members have returned their shortlisting scoring records/notes to HR* |
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| **Post title** |   |
| **Vacancy ID** | BZ |  |
| **Date(s) of Interviews** | Click or tap to enter a date. | Click or tap to enter a date. |
| **Location** |  |
| **Length of each interview**(A minimum of 30 minutes per interview and a 10 minute buffer between each interview is advised) |  |
| **Preferred first interview start time** |  |
| **Preferred last interview end time** |  |
| **Times of any breaks** |  |
| **Ensure you have checked that all panel members are available during the times given above** |
| **Details of any test, exercise or presentation** (please provide exact wording to be included in the invitation, please specify what equipment, if any, will be provided) |  |
| **Who should the candidates report to when they arrive at reception?** |  |
| **Who will administer the pre interview exercise/test\*** (if applicable) |  |
| **Please note:** For in person interviews you will need to arrange your room booking, any catering required and a delegated person to meet candidates and administer any test or exercise;<https://www.phc.ox.ac.uk/intranet/facilities-and-buildings/booking-a-meeting> |
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| **Please indicate below which candidates (full name) are to be invited to interview, held in reserve, or declined.** |
| **Invite to interview** | **Hold in reserve** | **Reject** |
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\*HR can assist with administering remote tests where they will be sent to all candidates at the same time. Where tests are required to be sent at a specific duration ahead of the interview this will need to be facilitated within your group.