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| **Interview Arrangement Form** | | | | | | | |
| *Return completed form to* [*recruitment@phc.ox.ac.uk*](mailto: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* | | | | | | | |
|  | | | | | | | |
| **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** |
|  | | | |  | | |  |

\*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.