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**Interview Arrangements Pack**

Please complete and return this pack along with your completed applicant listing to: [interview.arrangements@hud.ac.uk](mailto:interview.arrangements@hud.ac.uk)

We are experiencing an increasingly competitive recruitment market which means it is becoming harder to attract quality candidates. To enable the University to attract the best candidates we need to be more flexible in our approach to recruitment and selection. This together with the current increase in the cost of living and frequent rail strikes has seen a trend in the market towards candidates preferring remote interviews.

You can still choose to hold in-person interviews if that is your School / Service’s preference, however if the candidate subsequently requests an interview via Teams we would recommend that you facilitate this where possible. If your candidates are interviewed remotely and you would like them to visit the campus and to see their working environment, your preferred candidate can be invited to the University at an agreed later date.

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| **SECTION 1 – Interview Details** | | | | | | | | |
| **Requisition No:** | R | **School/Service:** | | |  | | | |
| **Job Title:** |  | | | | | | | |
| **Contract Type:** | Permanent / Fixed Term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (maternity cover) / Open-Ended | | | | | | | |
| **Full/Part Time:** | Full Time / Part Time, XX FTE/XX hours per week, XX weeks per year | | | | | | | |
|  | | | | | | | | |
| **Recruitment Panel:** | | | | | | | | |
| **Chair:** |  | | | **Member 3:** | | |  | |
| **Member 1:** |  | | | **Member 4:** | | |  | |
| **Member 2:** |  | | | **Member 5:** | | |  | |
|  | | | | | | | | |
| **Interview Date:** |  | | | | | | | |
| **Interview Start Time:** |  | | | | | | | |
| **Duration of Each Interview:**  *If your interviews are to commence with a presentation, this total should include the presentation length.* | | | | | | | | Minutes |
|  | | | | | | | | |
| **Are your candidates required to give a presentation?** | | | | | | | | Yes / No |
| **Are the candidates required to commence their interview with this presentation? If not, please detail on the schedule attached.** | | | | | | | | Yes / No |
| **Presentation Title:** | | |  | | | | | |
| **What is the length of the presentation?** | | | Minutes | | |  | | |
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| **Are your candidates required to undertake a test?**  *If yes, please complete the Test Arrangements Sheet* | | | | | | | | Yes / No |

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| **SECTION 2** | | | | | | | | | | | | | | | | | | | | | |
| **How will interviews be conducted?** | **For Remote interviews, please complete SECTION 2A only.**  **For In-person interviews, please complete SECTION 2B only.** | | | | | | | | | | | | | | | | | | | | |
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| **SECTION 2A: Remote Interviews** | | | | | | | | | | | | | | | | | | | | | |
| **Contact details of staff member sending Teams link to candidates** | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | |  | | | | | | | | | | | | | | | | | | | |
| **Extension Number:** | |  | | **Email address:** | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **SECTION 2B: In-person Interviews** | | | | | | | | | | | | | | | | | | | | | |
| **Are your candidates initially reporting to Human Resources?** | | | | | | | | | | | | | | | Yes / No | | | | | | |
| **If no, please provide the place of arrival, including room number and building:** | | |  | | | | | | | | | | | | | | | | | | |
| **Are candidates reporting at the same time?** | | | Yes | | | **At what time?** | | | | | | | |  | | | | | | | |
| No | | | *We’ll ask candidates to report 5 minutes prior to their first activity.* | | | | | | | | | | | | | | | |
| **If your candidates are reporting to HR and are reporting as a group, who will be collecting them from HR?** | | | | |  | | | | | | | | | | | | | | | | |
| **Interview Room and Building:**  *If you wish to book a room in HR please email hr@hud.ac.uk to check availability* | | | | |  | | | | | | | | | | | | | | | | |
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| **Would you like to offer a remote, Teams interview to overseas applicants?** | | | | | | | | | | | | | | | | Yes / No | | | | | |
| **For remote interviews, please note the following details:**   * It is the responsibility of the School/Service to nominate an individual to make the necessary arrangements. This individual will be responsible for:  1. Liaising with the candidate and interview panel with regards to timings 2. Setting up and Providing the Applicant with their Teams link 3. Checking the Teams connection (this includes the HR interview rooms, if being used)  * HR are unable to provide technical assistance on the interview day when our interviews rooms are being used, therefore you should ensure that you have your own technical person on standby. * If you have already spoken to your overseas candidates and arranged Teams times prior to HR sending out the invitation emails, please let us know so that we can alter their invitation letter. | | | | | | | | | | | | | | | | | | | | | |
| **Nominated Teams Contact Details:** *Please ensure that they are aware of their responsibilities (stated above) as Teams Contact.* | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | |  | | | | | | | | | | | | | | | | | | | |
| **Extension Number:** | |  | | **Email Address:** | | | |  | | | | | | | | | | | | | |
| **If a presentation is to be given, what facilities will be available for candidates to use?** | | | PowerPoint | | | | | | |  |  | | Internet Access | | | | | |  | |  |
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| Other facilities (please advise): | | | |  | | | | | | | | | | | | | | |
| **If not held in the same interview room, where will the presentation be held?** | | |  | | | | | | | | | | | | | | | | | | |
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| **Will candidates visit the School/Service as part of the interview day?** | | | | | | | | | | | | | | | Yes / No | | | | | | |
| **If yes, please advise which of the following will take place during that visit:** | | | 1. Informal discussions with members of staff | | | | | | | | | | | | | | |  | |  | |
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| 1. Tour of the facilities | | | | | | | | | | | | | | |  | |  | |
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| Name of person conducting the tour: | | | | | | | | |  | | | | | | | | | |
| Will the tour be before or after the interview? | | | | | | | | | | | |  | | | | | | |
| 1. Other, please specify: | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **Will lunch be provided for candidates?**  *Please note that all arrangements for all catering must be made by your School/Service* | | | | | | | | | | | | | | | Yes / No | | | | | | |
| **If yes, please provide the venue:** | | |  | | | | | | | | | | | **Time:** | | |  | | | | |

**Interview Schedule**

**Ref: ……………………… Job Title: ……………………………………………..**

*\*\* If your interviews are being held in Human Resources, please note that our offices close at 5pm (Monday to Thursday) and at 4pm on Friday, therefore the interview room will only be available until our closing time \*\**

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| --- | --- | --- | --- | --- |
| ***Candidate Name*** | ***Tour time***  ***(if applicable)*** | ***Test time***  ***(if applicable)*** | ***Interview time*** | ***Presentation time***  ***(please only detail below if the interview does not commence with the presentation)*** |
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Please note the following points when scheduling your interviews:

* Please add in any comfort/lunch breaks into your schedule.
* If your candidates are undertaking a test which is being held in HR, please allow at least 5 minutes between the test and interview time to allow transition of candidates to and from test room and reception.
* When scheduling your interview times, please take account of any distance that candidates may have to travel and schedule accordingly. Also, if you have any overseas candidates, please consider time difference if you are offering remote interviews.

**Interview Test Arrangements Sheet**

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| --- | --- |
| **Requisition No:** | R |
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| **Test Title (This will appear on the candidates’ invitation to interview):** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Are the tests being held before or after interview?** | | | | Before / After | | | | | | |
| **What is the duration of the test?** | | | | Minutes | | | | | | |
| **Are the tests being held in HR?**  *If yes, please ensure that you have booked the Test Room before submitting your paperwork* | | | | | | | | Yes / No | | |
| *If no, please provide location including the room number and building:* | | | |  | | |  |
| **Who is conducting these tests?** | | | **HR**  *(Only if tests are being held in HR. Please check to ensure availability before submitting your paperwork)* | | | | | |  |  |
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|  |
| **A member of staff from your department** | | | | | |  |  |
|  |
|  |
| **Name:** | |  | | | | | |
| **Extension No:** | |  | | | | | |
| **What equipment is required for these tests?**  **If a computer is needed, the programs we are able to provide are listed on the right. Please indicate which program(s) should be available to candidates:** | | | | | \* Microsoft Word  \* Microsoft PowerPoint  \* Microsoft Excel  \* Internet | | | | | |
| **Will the test be handwritten, typed or both?** | | | | | Handwritten / Typed / Both | | | | | |
| **If interviews are to be held remotely, how will the candidate receive the test? (e.g. via email from you on the interview day)** | | | | | |  | | | | |
| **If interviews are to be held in-person, do candidates need to take their test into the interview with them?** | | | | | | | | Yes / No | | |

**If your tests are being held in HR, the following items must be sent back at the same time as the shortlisting documentation**

* **Test Instructions/printed information/answer booklets – Please provide detailed and clear instructions which can be given to your candidate when they commence their test.** Your instructions should take into account the facilities available in HR. Please also take care with timings, as HR will need extra time to take candidates to and from the test room.
* **Any electronic documents, such as spreadsheets, that form part of the test.** Please note that blank Microsoft Office documents (Word, Excel) are provided for candidates, depending on the instructions stated above. Other documents should be sent to interview.arrangements@hud.ac.uk

**Feedback Contact Information**

Please indicate in the space below the name and contact details of a nominated panel member who will provide feedback at both the shortlisting and interview stages:

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Email Address: |  |  |

**Why do we offer feedback?**

Applicants have taken time and effort to apply to the University. In response, we offer individuals the opportunity to seek feedback at both the shortlisting and interview stages. Please ensure that any requests for feedback are responded to as quickly as possible.

**Internal Applicants**

The person stated above should contact **all** internal applicants to advise them of the outcome following interview, prior to receiving formal notification from Human Resources. Internal applicants are those employed by the University, not just in School/Service linked to the vacancy.

**How long should I keep the application forms?**

From the date of receiving the outcome, candidates will have six weeks to request feedback.

The nominated panel member stated above should keep their copy of the application forms for a period of 3 months (commencing from the closing date).

Other panel members involved in shortlisting can destroy the applications of the unsuccessful candidates with immediate effect and the applications of shortlisted candidates can be destroyed following the interviews.

As the application forms contain personal information they should either be destroyed locally or returned to Human Resources for disposal.