Interview Arrangements Pack

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**Interview Arrangements Pack**

Please complete and upload this pack to iTrent, along with an agreed and completed shortlisting grid, once you have finalised the shortlist.

If you have any questions or queries, please contact [interview.arrangements@hud.ac.uk](mailto:interview.arrangements@hud.ac.uk).

The information you provide below will be used to inform candidates of the arrangements for their interview, so please ensure it is accurate.

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| **Interview Arrangements Pack Completed By:** | | **For Vacancy:** | |
| **Name:** |  | **Requisition Number:** |  |
| **Date:** |  | **Job Title** |  |
| **Shortlisting -** Please provide the names of those involved in shortlisting for the post (shortlisting should be undertaken by at least 2 panel members) | | | |
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| **Section 1 – Selection Process Details** | | | | | | |
| **Recruitment Panel:**  Please ensure your panel meets the [minimum panel requirements](https://staff.hud.ac.uk/media/intranet/content/hr/forms/Panel-Requirements.docx) for the post you are recruiting to.  (For KTP posts please include the email addresses of company panel members) | | | | | | |
| **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?**  (If yes, we advise that each candidate presents at the beginning of their interview). | | | | | | Yes / No |
| **Presentation Title:** | |  | | | | |
| **What is the length of the presentation?** | | Minutes | |  | | |
| **Are your candidates required to undertake a test?**  If yes, please also complete Section 4 – Test Arrangements. | | | | | | Yes / No |

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| **Section 2 – Interview Format** | | | | | | | | | | | | | | |
| **How will interviews be conducted?** | **For Remote interviews, please complete Section 2a only.**  **For In-Person interviews, please complete Section 2b only.** | | | | | | | | | | | | | |
| **Section 2a: Remote Interviews** | | | | | | | | | | | | | | |
| **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 candidate with their Teams link, at least 24 hours prior to their interview. 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. | | | | | | | | | | | | | | |
| **Contact details of staff member sending Teams link to candidates:**  Please ensure that they are aware of their responsibilities (stated above) as Teams contact. | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | | | | | |
| **Email address:** |  | | | | | | | | | | | | | |
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| **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:** | | |  | | | | | | | | | | | |
| **Emergency Evacuations**  In the event of an emergency evacuation, such as responding to a fire alarm, some candidates attending for interview may require assistance to evacuate the building. If your interviews are being held outside of HR, please ask all candidates on arrival if they require any support from you to help them to exit the building should there be an emergency evacuation. | | | | | | | | | | | | | | |
| **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. | | | |  | | | | | | | | | | |
| **Would you like to offer a remote, Teams interview to overseas applicants? (Recommended)** | | | | | | | | | | | | 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 candidate with their Teams link, at least 24 hours prior to their interview. 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. | | | | | | | | | | | | | | |
| **Nominated Teams Contact Details:**  Please ensure that they are aware of their responsibilities (stated above) as Teams contact. | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | | | | | |
| **Email Address:** |  | | | | | | | | | | | | | |
| **If a presentation is to be given, what facilities will be available for candidates to use?**  Please note: We ask that candidates don’t bring their presentation on a USB/memory stick, as we are unable to plug these into University devices. Instead we will ask them to email their presentation to a nominated contact no later than the day before the interviews. | | | PowerPoint | | | |  |  | | Internet Access | | |  |  |
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| Other facilities (please advise): | | |  | | | | | | | | |
| **Name and email address of nominated contact who the presentation should be emailed to:**  The nominated contact should ensure that the presentations which are emailed to them are accessible for the candidates on the interview day. | | |  | | | | | | | | | | | |
| **Will candidates undertake any additional activities as part of the selection process?**  **Examples include: a tour; practical session e.g. cooking; informal discussions with other members of staff.** | | | | | | | | | | | Yes / No | | | |
| **If yes, please ensure that you schedule any additional activities after the interview time on the selection day.**  **Please provide details of the additional activity:** | |  | | | | | | | | | | | | |
| **Following their invite to interview, if any candidates contact HR to request a remote interview, are you willing to offer this?**  **If yes, HR would offer this at the same time as their original scheduled interview.** | | Yes / No | | | | | | | | | | | | |

**Interview Schedule**

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| **Time slot** | **Test time**  (if applicable) | **Interview time** | **Additional selection activity time**  (should be scheduled after test and/or interview) |
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| **2** |  |  |  |
| **3** |  |  |  |
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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, please allow at least 5 minutes between the test and interview time to allow transition of candidates to and from the test room.

* If your interviews are being held in HR, 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.
* Where there is a presentation and an interview, we would expect that the interview commences with the presentation.
* Any additional selection activities such as tours/practical; sessions should be scheduled after the test and/or interview.

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| **Section 3 – Test Arrangements**  If your tests are being held in HR, the following items must uploaded to iTrent along with this interview arrangements pack:   * **Test Instructions/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. | | | | | | | | |
| **Test Title** (This will be provided to candidates)**:** | | | | | | | | |
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| **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 uploading this pack. | | | | | | Yes / No | | |
| If no, please provide test 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 uploading this pack). | | | | | |  |  |
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| **A member of staff from your department** | | | | | |  |  |
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| **Name:** | |  | | | | | |
| **Email address:** | |  | | | | | |
| **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 | | |
| **Is the use of AI tools acceptable for completing the test?**  If no, candidates will be informed of this in their invitation to interview. Please ensure it is explicit in your test instructions that AI tools such as ChatGPT or other LLM tools must not be used to compete the test. | | | | | | Yes / No | | |

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| **Section 4 – 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:** |  |
| **Further Information** | |
| **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 the 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/delete the applications of the unsuccessful candidates with immediate effect and the applications of shortlisted candidates can be destroyed/deleted following the interviews.  As the application forms contain personal information, they should either be destroyed/deleted locally or returned to Human Resources for disposal. |