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| Candidate Interview Checklist/OutcomeTo be Completed for each Candidate |
| Post Title: | Ref. No.: |
| Candidate Name: | Internal: Yes / No |
| Candidate Contact Telephone Numbers: 1. 2. |
|  | Please tick |
| Yes | No | NA |
| Has the candidate provided a **Passport**?* Photocopy any page that shows the candidates details including the individuals photograph, signature, D.O.B and expiry date of the passport*.*
* *Photocopy any appropriate page containing a UK government stamp or endorsement for your recruitment contact to check eg Visa document, Biometric Residence Card*
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| Has the candidate provided a **Drivers Licence**?* *Photocopy both sides of the licence/photocard. Essential for posts involving driving*
 |  |  |  |
| Has the candidate provided proof of **current address**?* *Photocopy of utility bill,bank/ building society statement (must be within last 3 months) council tax (must be within last 12 months)*
 |  |  |  |
| Has the candidate provided a **marriage certificate** or proof of change of name?* *Photocopy required if the candidate identity documents/qualifications in a different name*
 |  |  |  |
| Has the candidate provided evidence of the **qualifications** specified as essential in the recruitment documentation?* *Photocopy qualification(s)*
 |  |  |  |
| If **No** to any of the above, please list the alternative documents provided (if any): |
| After checking the above documents the candidate has provided I am satisfied that they are all authentic and refer to the candidate. I have **copies** of all the above documentationand **signed** and **dated** each copySigned Print Name Date |

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| **Interview Outcome** **To be Completed for Successful Candidate ONLY** |
| Band: | Location: |
| Full or Part-time? | Hours: | Frequency per Week / Fortnight |
| Permanent or Fixed-term? | If fixed-term, length of contract and reason |
| Verbal Conditional offer made? Yes / No | Obtained permission to take up reference Yes / No*Confirm professional email address provided on application form*  |
| If Internal, start date (if known) | References required for internal candidate? Yes / No |
| Additional contractual information e.g. allowances, on-call arrangements, lease car etc. |
| Will you be completing a higher starting salary form? Yes / No *If Yes, when approved please send a copy to your recruitment contact* |
| Where there is an option for equivalent experience as an alternative to an essential qualification, are you satisfied that this candidate meets the essential criteria? Yes / No (If Yes – copies of qualifications not required) |
| SignedPrint Name | Contact No. Date |

Please **scan and email** this form to your recruitment contact **immediately** following your conversation with your successful candidate, together with the **Interview Assessment** form and all the identity and qualification documents relating to this candidate. If you do not have access to a scanner please return these documents by **Recorded Delivery** or you can take photo’s using a smart phone / i-pad. In which case you need to set the documents on the signed and dated **ID** **Certified Copy template**. Copies of identity documents must not be sent via internal mail. Interview notes for all candidates can be scanned and emailed or returned by recorded delivery.