

NOTES FOR APPOINTMENTS COMMITTEE – SHORT-LISTING

Appointment Committee Process

1. Chair reminds Members of the Committee of the need to offer comments on the list of candidates based on their personal review of the applications (applications have been sent out with this note), the results of the Assessment Centre which will follow and be presented by the Advisor and Lead officer for discussion at the meeting, and the candidates answers to the interview questions.
2. Lead Officer / Advisor briefly talks through the assessment centre report for each of the not appointable candidates for members of the Committee to note.
3. Chair checks order of appointable candidates and confirms that everyone is happy with the questions and which Member of the Committee is asking which question.
4. Lead Officer / Advisor talks through the assessment centre report for each candidate in turn answering any questions relating to the assessment raised by any Members of the Committee.
5. After each candidates feedback has been received, that candidate will be interviewed.

Interview Structure

6. Candidates will be welcomed and introduced to the Committee and reminded of the format of the interview by the Chair
7. Members will ask the questions in the order agreed at 3 above. The Committee may ask any supplementary questions they may have in the time available. The Chair will advise when available time is used.
8. Chair will invite the candidate to ask any questions. When these are answered, the Chair will move to the mandatory questions.

Mandatory Questions

9. The Chair will ask the following questions which are mandatory:

- **Do you have any business or other interests including membership or affiliation of any political or other organisation that could cause real or observed conflict with the duties and responsibilities of this post?**
- **If you were offered the appointment, would you please confirm that you would accept on salary and conditions as advertised?**

Completion of interview

10. The Chair will advise the candidate that the process for that day has been completed and an officer will be in touch later that day to advise them of the outcome and confirm whether the candidate is required for the following day.

Post Interview

11. At the end of all the interviews Members will discuss the information received and the performance of the candidate at the interview and consider who should go through to the final stage of the process.
12. Lead Officer answers any questions relating to the next stage of the recruitment process.
13. Chair confirms the outcome of the discussion by listing the candidates being taken through to the final stage of the process the following day.
14. Chair concludes the Committee.