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| **INTERVIEW DETAILS FORM** |

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| Position Details | |
| Position Title: |  |
| Position Number: |  |
| Shortlisting Meeting held on: (date) |  |
| Chairperson: (print name) |  |
| Interview Details | |
| Interview Date  (Normally five (5) working days after shortlisting details are submitted to HR) |  |
| Selection Committee meeting time  (Allow at least 15 minutes before the first interview for a pre-interview discussion) |  |
| Preferred duration of each interview |  |
| Interview Room  (Please ensure adequate time has been allocated for your room booking) |  |
| Arrival instructions for candidate |  |
| Will you accept a Skype interview if required?  (You will need to utilise your own Skype account – please provide this) | Yes / No  Skype ID: |
| Preferred order of interviews *(optional)* |  |
| If you require a break for Morning Tea/ Lunch/ Afternoon Tea, please indicate the scheduled times  (Catering costs and arrangements are the responsibility of the work area) |  |
| Other Information  (eg skills test required, presentation question to be distributed, items that candidates are required to bring to interview) |  |
| Selection Committee membership is as originally stated on the Request to Advertise? | Yes / No  If no, please detail new members: |

**Please submit a copy of this completed form to** [**Service Central**](https://acu.service-now.com/service_central?id=servicecentral_home) **via the general enquiry form.**