**UNIVERSITY OF ABERDEEN SELECTION COMMITTEE**

**PANEL MEMBER INTERVIEW NOTES**

***This form should be used by Selection Committee panel members to record their views on each candidate interviewed. Please refer to the Guidance Notes on taking effective and appropriate notes in advance***

**JOB TITLE/GRADE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ JOB REFERENCE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMMITTEE MEMBER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CANDIDATE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| Comments on match to the  Person Specification | **COMMENTS** |
| **1.EDUCATION/QUALIFICATIONS**  Academic, technical and professional education and training. |  |
| **2.WORK AND OTHER**  **RELEVANT EXPERIENCE (INCLUDING TRAINING)**  e.g. Specialist knowledge, levels of experience, skills, supervisory experience, research. |  |
| **3.PERSONAL QUALITIES AND ABILITIES**  e.g. Initiative, leadership, ability to work on own or with others, communication skills. |  |
| **4.OTHER**  e.g. Special circumstances (if any) appropriate to the job such as unsocial hours, travelling, physical requirements etc.  Also comment here on any additional aspects of the recruitment interview, eg rate any presentation included. |  |

**Signed: (Selection Committee Panel Member) Date: \_\_\_\_\_\_**