**UNIVERSITY OF ABERDEEN SELECTION COMMITTEE PANEL MEMBER INTERVIEW NOTES**

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

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

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| **Comments should reflect Person Specification** | **COMMENTS**  ***Please refer to the Guidance Notes on taking effective and appropriate notes in advance*** |  |
| **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. |  |  |
| **5. EQUALITY AND DIVERSITY**  Candidates should be asked about their contribution to Equality and Diversity |  |  |

**Signed: (Panel Member) Date: APPOINT CANDIDATE: Y/N (1st/2nd/Reserve) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Info \_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**