

Attachment 9.**PART 1 – INTERVIEW PANEL SELECTION****DECLARATION**

Panel Names: _____

Candidate Names: _____

Position: _____

Declaration:

Please outline any potential conflict of interest identified in this interview process (person, position, knowledge, associations etc).

If, as a member of the panel you identify a potential conflict of interest with another panel member then you are required to list this here also.

The panel must agree on any issues raised before proceeding with the interview.

Panel agrees to take the following action:

Name: _____ Signature: _____ Date: ____ / ____ / ____

Name: _____ Signature: _____ Date: ____ / ____ / ____

Name: _____ Signature: _____ Date: ____ / ____ / ____

PART 2 – INTERVIEW PROCESS**Panel Details:**

Panel Title	Name	Position
Convenor:		
Members:		

Applicant Details:

Name	Interview Date	Interview Time

Interview Evaluation:

Name	Panel Team Comments – (include points of relevance to selection criteria)	Question Total Panel Score	Observation Total Panel Score

Panel Members	Name	Signature	Date
Delegated Approval by:			

PART 4 – NOTIFICATION PROCESS

Successful Applicant: Name	Notified by whom	Method of Notification	Date	Signature
Unsuccessful Applicants: Names				

Thank you for your participation.