

SELECTION COMMITTEE MEMBERSHIP / INTERVIEW DETAILS



Use this form when you require HR assistance in arranging recruitment interviews.

1. POSITION DETAILS

Position Title		Vacancy Reference Number	
Faculty/Division/ Institute			
School/Area			

2. INTERVIEW DETAILS

Day and date		Campus/Location	
Room and Building Number			

NOTE: Please ensure that your interview room caters for all potential candidate and panel member needs eg. video-conferencing, size, accessibility etc)

On arrival, applicant/s report to:

Name and phone number	
Room and Building Number	
Please give specific instructions on how to locate the room and HR will pass this on.	

3. INTERVIEW TIMINGS

Discussion time should be allowed before commencement of the interviews and upon completion

Committee to convene at		Duration of each interview	
Lunch Break		Tea Break	

4. SHORT LISTED APPLICANTS

Have you completed the online shortlisting via StaffConnect?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you happy for HR to notify all those who were not short listed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any applicants you would like to notify yourself / keep on hold?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify below.	

HRMS Applicant #	Name of Applicant	Interview Time	Type of Interview	Any known needs?
			<input type="checkbox"/> Face to Face <input type="checkbox"/> Phone	
			<input type="checkbox"/> Face to Face <input type="checkbox"/> Phone	
			<input type="checkbox"/> Face to Face <input type="checkbox"/> Phone	
			<input type="checkbox"/> Face to Face <input type="checkbox"/> Phone	
			<input type="checkbox"/> Face to Face <input type="checkbox"/> Phone	
			<input type="checkbox"/> Face to Face <input type="checkbox"/> Phone	
			<input type="checkbox"/> Face to Face <input type="checkbox"/> Phone	

5. SELECTION COMMITTEE MEMBERS

Please ensure any conflict of interest issues are considered prior to confirming membership of the Selection Committee.

	Name	Faculty/Division
Chair		
1.		
2.		
3.		
4.		

Has the Selection Committee been formed in accordance with the relevant recruitment procedure in "The Guide"?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, provide details.
Has the availability of the committee members for the proposed date been confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, provide details.
Will you include any psychological or skill assessments as part of the recruitment process?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide details.

Please Note:

- Please allow **5 working days** for HR to arrange the interviews. If travel from overseas or interstate is required, please allow more time.
- The budget centre is responsible for any expenditure incurred including catering, travel and any other special arrangements.
- Where possible, please consider telephone or videoconference as an option for interviewing interstate/overseas applicants.

6. AUTHORISATION

By submitting this form, you declare that the Selection Committee composition and short-listing has been undertaken in accordance with all relevant Deakin policies and procedures, including conflict of interest, and that you have read and applied the relevant guidelines as Chair of the Selection Committee.

- [Recruitment of General Staff Procedure](#)
- [Recruitment of Academic Staff Procedure](#)
- [Recruitment of Senior Staff Procedure](#)
- [Conflict of Interest Procedure](#)