

PhD Candidate Interview Panels Guidance for Researchers and Independent Chairs

1. The present guidance document is intended for all interview panel members and should be forwarded to the panel once the interview date is confirmed, along with the following forms:
 - a. interview assessment form
 - b. panel scoring form
 - c. generic interview questions
 - d. interview outcome checklist/offer recommendation template

Interview Guidelines

- The panel should meet in advance of the interviews to agree appropriate interview questions (and should be asked of all candidates if multiple candidates are being interviewed).
- [Interview Assessment forms](#) should be completed by each panel member.
- An [Interview Assessment Summary sheet](#) (Panel scoring form) should be completed by the Chair, following the conclusion of the interviews.
- Each candidate will be asked bring proof of identity in the form of passport which will also assist in assessing their eligibility to study in the UK and any visa requirements. Candidates are instructed, in the interview invitation letter, to bring their passport to the PGR office immediately prior to interview. The Passport is checked, a copy is taken, and candidate is escorted to interview room.
- The chair will complete the offer recommendation form at the conclusion of the interview and return this to PGR office
- The PI should confirm studentship funding including coverage of fees and research costs for the duration of the studentship (particularly if international self- and government-funded studentships)

Forms Checklist

Is the following complete?:

- PGR Interview Assessment Form
- PGR Panel Scoring Form
- Offer recommendation form

Appointment

Once a decision has been made, you should send the following to the PGR Office:

- [Offer Recommendation form](#) signed by the Chair of the panel or appropriate PGR director.
- [Interview Assessment forms](#) completed by each panel member.
- [Interview Assessment Summary sheet](#) completed and signed by the Chair.
- Proof of eligibility to work in the UK: as indicated above, the candidates should bring proof of identity to the PGR Office immediately prior to the interview for copy.
- The successful applicant's application form, CV, references or other related documentation.

PLEASE NOTE:

At least two panel members, including the chair of the selection committee, must have received recruitment and selection training at UEA within the past two years.