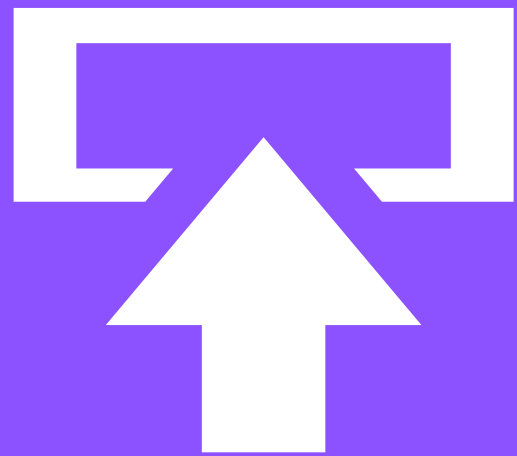


# Returning Your Completed Interview Paperwork



This guidance will provide you with the correct instructions on what the next steps are when you have completed your interviews and you have completed your selection process.

There are **three** key steps, which should **all** be completed by the **Chair of the Interview Panel**:

**1** Complete the **Interview Assessment forms** and **Interview Assessment Control form**.

On this form each panel member will record their overall score and then record if the applicant is appointable (Y/N).

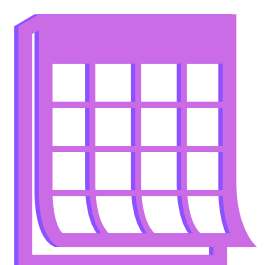


**2** Complete the **Contract Offer form** for the successful applicant(s) and return with the applicant's **proof of eligibility, qualifications** (both fully endorsed), completed **interview assessment forms** and **interview assessment control form** to:



[ESC-RecruitmentTeam@northlan.gov.uk](mailto:ESC-RecruitmentTeam@northlan.gov.uk)

**3** Retain the **Interview Assessment forms** for unsuccessful applicants in accordance with GDPR and destroy after 6 months.



If you require additional support or assistance please contact the People Help Desk on 01698 403 151