

Interview Request Form

Post Details

NLA Number		Post Title	
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Interview Date	
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For Guidance on the Virtual Interviews please click this link - <https://my.nl.co.uk/knowledge-base/recruitment-virtual-interviews/>

Virtual Interviews (please click the appropriate option below)		
Skype – For Internal applicants only	Microsoft Teams – For internal & External applicants	Webex – Only to be used when Teams is unavailable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interview Location (Full Address)	
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Interview Details

Chair of Panel Name		Confirm Attendance Interview Selection Training Y/N	
Designation			
Tel Number			

Interview Panel

	Confirm Attendance Interview Selection Training Y/N
Name	
Name	
Name	

On Arrival Please Ask For

Name		Designation	
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Candidates to be Interviewed

Interview Duration		Start Time	
Include time between interview slots and any breaks required (e.g. lunch)			
	Name		Name
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

Additional Candidate Information for Inclusion in Interview email

Presentation/Assessment (Include topic/timings, contact details & the email of who the presentation has to be submitted to)

Any Other Information