

Interview Request Form

Post Details			
NLA Number		Post Title	

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

Interview Details (please select the appropriate option below)	
Microsoft Teams – For Internal & External applicants	Webex – Only to be used when Teams is unavailable

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	

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