* Recruitment Toolkit guidance for Interviewing stage reviewed and applied as appropriate

* Interview questions and model responses documented on template
* Any gaps in employment identified for follow up after interview
* Arrangements in place for use of additional assessment method, if necessary
* Panel agreement on minimum acceptable standard to be deemed appointable
* Any decision on weighting of criteria agreed
* Reasonable adjustments made and in place for candidate/s
* Administrative support in place made for meeting/greeting candidates etc
* All panel members trained (recruitment and selection/child protection if applicable)
* Interview documentation prepared and available for panel members
* Panel members’ conflicts of interest re-checked (in line with Recruitment Framework/Teaching Appointments Scheme, as appropriate)
* Agreement on running order of questions and who asks what
* Summary Interview Scoresheet completed and uploaded to e-recruitment system
* Interview documentation retained by Hiring Manager in line with relevant Retention and Destruction Schedule