**Points to cover with each candidate at the start:**

* Welcome the candidate.
* If not already done, check the candidate’s photographic identification.
* Introduce self and panel members.
* Provide water for the candidate.
* Advise that the process will last up to a maximum of << length of time >>.

**Introducing the Presentation:**

* Advise candidate that they have a maximum of << >> minutes available for their presentation.
* A signal will be given by << who >> when 1 minute remains.
* To ensure fair and consistent treatment candidates will be asked to stop at << max time >> minutes.
* The presentation will be followed by a question and answer session of up to << >> minutes.
* Advise the candidate to proceed with their presentation.

**Introducing the Interview:**

* Explain that this is a structured interview based on the essential criteria for the role.
* Questions are structured in the following << number of >> areas (list the question areas to be covered).
* Explain that panel members will be taking notes throughout the interview.
* Explain that the candidate may be guided by the panel member if they are moving off track or in order to ask supplementary questions. This is to ensure that the candidate has been provided with every opportunity to answer each lead question fully.
* Advise the candidate that it is permissible to ask the panel member to repeat any question.

**Points to cover with each candidate at the end:**

* Check if the candidate has any questions.
* Advise the candidate when they are likely to hear the outcome of the interview.
* Thank the candidate for attending.