**Interview Schedule**

**Guidance on timing**

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| **Interview element** | **Typical timing per section** | **Example panel time per candidate** |
| Introductory / closing remarks | * 5 minutes.
 | 5 minutes |
| Presentation (if used) | * Candidate preparation time may be required, depending on whether presentation topic is issued to candidates in advance.
* If presentation topic is unseen until the day of interview, candidate preparation time will need to be built into the interview schedule.
* Example timings might be:
	+ 30 minutes preparation / 5 minutes delivery.
 | 5 minutes |
| Presentation follow-up questions (if presentation is being used) | * As a guide, allow a similar amount of time as a core interview question (see below).
 | 5 minutes |
| Core Interview | * As a guide, around 5 minutes per question would typically be required for a mid-range role.
* This will cover the lead question and a small number of supplementary questions.
* Example: 5 interview questions might require up to 25 minutes for this section of the interview.
* The more senior the role, the more complex the questions become and more time is likely to be needed.
 | 25 minutes (5 question areas) |
| **Total interview time per candidate****(Note that candidates’ presentation preparation time will need to be managed outside of this)** | 40 mins |