**Interview Schedule**

**Guidance on timing**

|  |  |  |
| --- | --- | --- |
| **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 |