**Interview form**

[Name/title of the role]

**Welcome and introductions**

* Thank the candidates for giving up their time to speak with you (make them feel welcomed and valued)
* Interview panel to introduce themselves with a short sentence about who they are and what their role is
* Interview format: the interview will last around [insert estimated time], we will give you a quick overview of the role and will take it in turns to ask questions relating to your skills and experiences. There will be time for you to ask questions at the end and it’s also an opportunity for you to learn more about what we do and decide whether the role is right for you.
* If you need us to repeat a question, provide more information or if you want to ask any questions, please feel free to ask.
* If you have an existing patient representative on the interview panel, it is also worth informing the interviewee that they can ask questions about their experiences of being involved in the role.
* Allow for any questions before you provide a brief overview of the role.

**Overview of the role**

[Give a brief summary about the role to each candidate: it could be a summary of the information provided in the role profile or additional information.]

**Scoring**

* This form will help you record key details and score each candidate.
* Each panel member should complete one form per candidate you interview.
* Each answer should be given a score using the scale below, based on the essential and desirable skills and experiences from the role profile.

|  |  |
| --- | --- |
| 0 | Met none of the expectations |
| 1 | Met some of the expectations |
| 2 | Met all of the expectations |

**Details of the interview**

**Name of the interview candidate**

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| --- |
|  |

**Interview date**

|  |
| --- |
|  |

**Name of all panel members**

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**Interview questions**

**Can you tell us a bit about yourself and why you are interested in [the role/opportunity]?**

*Prompts: What made you want to apply? Why are you particularly interested in [xxx]? Why are you particularly interested in [this type of research]?*

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| --- |
| [Enter interview notes and score for each question] |

**Why do you think it’s important for people affected by cancer and members of the public to have a say on [our research/our decisions/xxx]?**

*Prompts: Why not just ask staff or scientific experts? What kind of information can they help us gain we would not otherwise have?*

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| --- |
| [Enter interview notes and score for each question] |

**As part of [the role/opportunity], you will be sent documents to review and prepare for meeting discussions. Can you tell us about previous experience you have had in reviewing documents and providing constructive feedback?**

*Prompts: What sorts of information would you be looking? Can you give us an example of a time when you’ve had to give constructive feedback? Why do you think that giving constructive feedback is important?*

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| --- |
| [Enter interview notes and score for each question] |

**[The role/opportunity] will require you to work effectively as a group. Can you tell us about a time where you have had to work as a group, what challenges you faced, and how you overcame them?**   
*Prompt if required: Do you think good listening skills are important in this sort of group, and why? How would you behave if you disagreed with other group members?*

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| --- |
| [Enter interview notes and score for each question] |

**It is important that our patient representatives/patient panel can draw upon their own experiences, but also to objectively represent the wider views of people affected by cancer. How would you approach this in this role?**   
*Prompt if required: For example, how would you seek out the opinions and experience of other people affected by cancer to ensure you are inputting a balanced perspective? We are looking for an understanding of the need to represent a range of people affected by cancer and some evidence that applicants have thought about how to do this.*

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| --- |
| [Enter interview notes and score for each question] |

**What other skills and experiences do you feel that you would bring to [the role/opportunity]?**

|  |
| --- |
| [Enter interview notes and score for each question] |

**Questions and wrap up**

* Opportunity for candidates to ask questions

|  |
| --- |
| [Enter their questions here] |

* Interviews will be finished by [insert date].
* You will be notified of the outcome shortly after that by email.
* The induction day will be the week beginning [insert date].
* [Insert name] is the key contact if you have any questions in the meantime. Don’t hesitate to get in touch.
* Thank candidate for their time.