

People involvement in staff recruitment and interviews:

Consent, confidentiality, costs, declarations & decision making

The purpose of this form is to agree to the expectations around your involvement in staff interviews/the recruitment process. Your involvement is very valuable in giving a different perspective on candidates and helps staff to know how well candidates will communicate with people (non-staff).

This form is from the _____ service. The service will have discussed with you how you would like to be involved. For example, helping to read and shortlist applications, sitting on an interview panel, or even showing candidates around the department.

If you are unsure about any of the below please ask a staff member to explain to you.

By signing, you agree to the following:

Please tick

1. Being contacted to help with interviews and recruitment

2. To uphold confidentiality—this means not sharing the candidates' personal information (written or verbal) with anybody and permanently deleting any files you may be sent

3. To declare if you know any of the candidates and to honestly discuss whether it is appropriate for you to observe and comment on that candidate

4. You understand that your opinion on candidates will be taken into account and the final decision about the successful candidate is made by Solent staff

Signed

Date

Print name

Contact number/s

Email address

Postal address

Your information will be securely stored in line with Solent NHS Trust policies.