

For Patients and People: Checklist to help you be part of the recruitment and interview

Before you get involved:

- Discuss with the interview lead on how you wish to be involved – [check out ways to be involved](#)
- Ask if you would like any training or further support to be involved.
- Confirm with the interview lead on how you want to be communicated throughout.
- You will be asked to sign consent and confidentiality forms.

Check list based on the ways you can be involved:

Commenting and editing Job description and/ interview questions:	Welcome candidates on the day of the interview	Interview panel	Induction
Work together to designing the job description	With the interview lead, confirm location, timings, and travel/ parking	<p>Before the interview</p> <ul style="list-style-type: none"> • The interview lead will confirm location, timings, and travel/ parking • Review the interview pack with candidates' application forms and interview questions (interview scoring sheet) ahead of the interview day • Shortlist – talk with the team who you think will be most suitable for being interviewed. 	With the interview lead, decide how you want to be involved – E.g. Create Induction pack or video, biographies
Suggest and comment on interview questions	Ask for an orientation of the department if you are interested in giving tours of the ward/offices	<p>During the interview</p> <ul style="list-style-type: none"> • Ask the interview lead if you have any questions or need further support 	Welcome people at start if job
Decide on the timeframes.	You might want to read leaflets and information about the service beforehand e.g what the service do, number of staff, etc..	<p>After the interview</p> <ul style="list-style-type: none"> • We welcome you to share with the interview lead on how the interview process went and how it could be improved • The team lead will let you know the outcome 	Arrange how to you will do this.

After involvement:

- Check in with interview lead on how the involvement went and ways to improve it.
- Complete the reimbursement and recognition form.