



HR SERVICES

SELECTION PANEL RECORD FORM

Date of Selection Panel:

School/Service:

Post:

Reference number:

SELECTION PANEL MEMBERS:

CANDIDATES INTERVIEWED:

APPOINTMENT DETAILS:

Name of successful candidate	
Appointment with effect from Academic appointments should start from either 1st September or 1st February in order that new appointees can attend the induction days for academic staff run at the beginning of each Semester.	
Commencing salary, grade and spinal point Please state the reasons for appointing successful candidates on the above incremental point.	
Hours (if part time and working pattern) Weeks (if term time only)	
Campus	
Permanent/Temporary If temporary please confirm the duration of the contract.	
Budget Code	
Name of immediate line manager	

1) References and Disclosure and Barring Service Check:

- **References** – Have you received both references for this candidate? (YES/NO)
- **Disclosure and Barring Service** - Will the appointee (s) be required to undertake a Disclosure and Barring Service (DBS) Check? (YES/NO) (*Please allow sufficient time for references to be obtained)

2) Probation Required (YES/NO)

3) Academic Positions only:

- Name of research mentor:

If the appointee to a lectureship is on probation, will they be required to undertake our PGLT in HE (PG Cert) programme? *i.e. they have less than 2 years' full-time teaching experience in Higher Education or do not have QTS.* YES/NO

- Name of PG Cert mentor (if applicable):

Where a newly appointed Lecturer/Senior Lecturer is required to undertake the PG Cert we will not issue contracts until we have been provided with the name of the PG Cert mentor

4) Any other Special Conditions/Comments for this appointment

Please return the completed form to your relevant HR Assistant along with the below documents.

- Interview Assessment Form (for all candidates)

For the selected candidate only:

- **Proof of Eligibility to work in the UK**
- **Academic/Professional qualifications**

Please note that HR Services is unable to issue a Contract of Employment until they are received.

Signed Date.....

(Chair of the Panel)