### Summary Interview Assessment Form

## (To be completed by the chair of the panel)

**We will notify all candidates of the outcome of their interview upon receipt of this form unless informed otherwise.** Departments must contact any candidate directly if there is a delay in providing us with this confirmation.

Please note: New appointments will normally be made on the first incremental point of the advertised grade within the salary scale (in line with the Starting Salary guidance). Where a candidate asks for a higher salary to be considered, or you are considering offering a higher salary, you *must* speak to your HR Adviser before offering anything higher than the bottom of the grade.

Where a candidate has been identified as appointable, they should be considered for the role if your preferred candidate does not take up the position. Appointable candidates may be considered for similar positions at the University for up to six months. Candidates deemed appointable for Grade 4 Administrator roles will be invited to join the University of York Candidate Pool.

|  |  |  |
| --- | --- | --- |
| Department: | Post Title: | Ref: |

|  |  |  |
| --- | --- | --- |
| Candidate name | Summary of the selection panel’s assessment | Appointable?Yes/No |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Name of Successful Candidate: |

|  |  |
| --- | --- |
| Form completed by: | Date: |

**This form should be returned to HR Services with the *Offer of Appointment Form* and interview papers for the successful candidate.**

Please note, this documentation is retained by HR and may be requested by candidates as part of a Subject Access Request (<https://ico.org.uk/your-data-matters/your-right-of-access/>)