**CONFIDENTIAL**

**INTERVIEW PANEL REPORT**

1. **Generic Information**

|  |  |
| --- | --- |
| 1. Name of Position |  |
| 1. Date of approval to advertise |  |
| 1. Date of confirmation of funds by Budget division of the Ministry of Finance and National Planning |  |
| 1. Advertisement(Internal and External) | Published on the Government Portal  Other source of advertisement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Please state and submit a copy)*  From: date/month/year To: date/month/year |
| 1. Period of advertisement (dates involved) |  |
| 1. How many applications were received by the end of the advertisement period? |  |

1. **Short listing of Applicants for Interview;**

|  |  |
| --- | --- |
| 1. Panel Members approved by the CEO of the Commission; |  |
| 1. Date/Time/Venue for the Shortlisting process |  |
| 1. Number of Candidates shortlisted for the interview |  |

1. **Results of the Interview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Applicant** | **Panellist 1:** | **Panellist 2:** | **Panellist 3:** | **TOTAL = 150** |
| Score by Panel 1 | Score by Panel 2 | Score by Panel 3 | **TOTAL AGGREGATE** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Recommended Candidate (s) :**

PART One – Background of Candidate

|  |  |
| --- | --- |
| 1. Employment history of the applicant; |  |
| 1. Qualifications attained to date of interview; |  |
| 1. Specify how he meets the minimum requirements of the post. |  |

PART Two – Performance during the Interview

|  |  |
| --- | --- |
| 1. What were some of the questions that the panel focused on; |  |
| 1. Response from the candidate; |  |
| 1. Explain how the candidate’s answers reflected her knowledge of the JD/position and Ministry; |  |
| 1. How the candidate demonstrated her experiences gained and its relevance to the position; |  |
| 1. Personal attributes possessed by the candidate that makes her suitable for the job; |  |

Part Three – deliberation of the Panel

|  |  |
| --- | --- |
| 1. What were the discussion point(s) of the panel following interview of all applicants relevant to the recommended candidate; |  |
| 1. What consensus did the panel reach; |  |

1. **Reserve Candidate:**

|  |
| --- |
|  |

1. **Recommendation(s)**

|  |  |
| --- | --- |
| Panel’s Recommendation (s) ; | |
| **PANEL** | **Comments:** |
| Panel 1: |  |
| Panel 2: |  |
| Panel 3: |  |

1. **Approval Of The Panel Members:**

|  |  |  |
| --- | --- | --- |
| 1. **Panel 1 –** | | |
| **DATE** | **Signature** | **Comments:** |
|  |  | **Agree/ Disagree/Discuss** |

|  |  |  |
| --- | --- | --- |
| 1. **Panel 2 –** | | |
| **DATE** | **Signature** | **Comments:** |
|  |  | **Agree/ Disagree/Discuss** |

|  |  |  |
| --- | --- | --- |
| 1. **Panel 3 –** | | |
| **DATE** | **Signature** | **Comments:** |
|  |  | **Agree/ Disagree/Discuss** |

1. **Panel report prepared by:**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Date: |  |