**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 PortalOther 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: |  |