Interview Outcome Sheet

Successful Applicant(s)

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| Name of Successful Applicant(s) | Applicant(s) Ref No | Vacancy ID | Post Title | Name of DBS ID Verifier (E-bulk)  Please retain copies of the ID documents for online verification. | Will Successful Applicant be entitled to 8% enhancement for weekend working (yes/no) | Has a secondment been agreed (the applicants Manager should confirm & secondment agreement needs to be signed by both parties)  [Secondment Policy](http://brian/worklife/SitePages/Document%20Library.aspx?RootFolder=%2Fworklife%2FDocument%20Library%2FHR%20Policies%20and%20Guidance%2FSecondment&FolderCTID=0x0120006EA6F432501C6C4DA8F4939EE6DBD28B&View=%7bDCED8F32-3484-4D8D-AB76-F58EDE2B9E27%7d) |
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Please note that an offer of employment should be made at the minimum of the grade as stated in the advertisement. Recruiting Managers who wish to offer a salary higher than the minimum grade should refer to the Recruitment Salaries Guidance and seek advice from their Departmental Principal HR Officer before discussing with the applicant (where it has been agreed to offer a higher salary please forward confirmation email from the Principal HR Officer agreeing to this with the justification).

**Managers are reminded that the person(s) they appoint are recognised as ‘preferred candidates’ until all pre employment checks have been completed. Additionally if the preferred candidates do not currently work for the organisation, there is a requirement for you to forward the Right to Work form and evidence gathered to the Recruitment Team as it is a legal requirement for these to be checked and kept on the personnel file.**

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| Any Additional Information: |