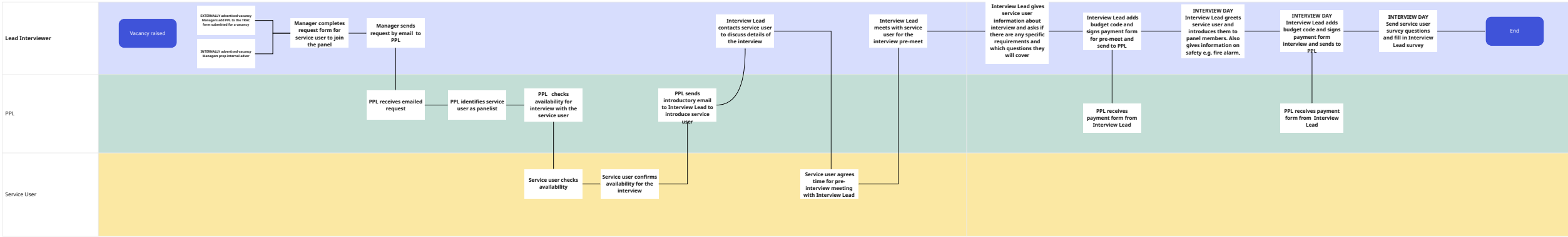
Lead Interviewer
PPL
Service User
Vacancy raised
EXTERNALLY advertised vacancy Managers add PPL to the TRAC form submitted for a vacancy
INTERNALLY advertised vacancy Managers prep internal adver
Manager completes request form for service user to join the panel
Manager sends request by email to PPL
PPL receives emailed request
PPL identifies service user as panelist
PPL checks availability for interview with the service user
Service user checks availability
Service user confirms availability for the interview
PPL sends introductory email to Interview Lead to introduce service user
Interview Lead contacts service user to discuss details of the interview
Service user agrees time for pre-interview meeting with Interview Lead
Interview Lead meets with service user for the interview pre-meet
Interview Lead gives service user information about interview and asks if there are any specific requirements and which questions they will cover
Interview Lead adds budget code and signs payment form for pre-meet and send to PPL
PPL receives payment form from Interview Lead
INTERVIEW DAY Interview Lead greets service user and introduces them to panel members. Also gives information on safety e.g. fire alarm,
INTERVIEW DAY Interview Lead adds budget code and signs payment form interview and sends to PPL
PPL receives payment form from Interview Lead
INTERVIEW DAY Send service user survey questions and fill in Interview Lead survey
End