**People Participation**

**Request for a Service User to join a Staff Interview Panel**

This form should be used by Recruiting Managers (or their delegates) who need a Service User to participate (face-to-face or online) in the interview process being undertaken to fill a job vacancy.

Please complete and return this form as soon as possible to your local People Participation lead together with the job description, person specification and all application forms received (without applicant details) - ten days before the interview date.

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| --- | --- | --- |
| **Requester** | Name |  |
| Title |  |
| Department or service |  |
| E-mail |  |
| Telephone |  |
| **Vacancy** | Job title |  |
| Band |  |
| Brief job description |  |
| **Interview** | Date |  |
| Face-to-face / online / both? |  |
| Address of venue,  with postcode |  |
| Time required Pre- Meet:  Start Time:  Finish Time: |  |
| Lunch provided Yes/ No |  |
| Budget code |  |
| **Documents**  **needed** | Job description and person specification: attached or to follow (state by when)? |  |
| Application forms (without applicant details): attached or to follow (state by when)? |  |
| **Service User** | Please state any specific SU requirements, e.g. an interest in Nursing, Therapy, ICT |  |

**After the interview, please complete and sign service user’s claim & cc’d the People Participation Lead.**