**INTERVIEW CHECKLIST**

Please provide the details, date and specific times for your interviews below.

**Please return this completed form to** [**jobs@rbwm.gov.uk**](mailto:jobs@rbwm.gov.uk)

*Eg: Interview Date: 19th February 2019*

*Venue: Town Hall, St Ives Road, Maidenhead, SL6 1RF*

*Duration of Interview: 30 minutes* ***OR*** *30 minutes plus 30 minutes for test*

*Timeslots: 9.00 am*

*10.00 am*

*11.00 am*

|  |  |  |
| --- | --- | --- |
| Job Title |  | |
| Post number |  | |
| Interview Date/s |  | |
| Venue |  | |
| Interview Panel |  | |
| Who to ask for on arrival  (Name & Phone number) |  | |
| Duration of Interview |  | |
| Timeslots |  |  |
|  |  |
|  |  |
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|  |  |
| Test Title (if applicable) & Details |  | |