Completion of Chairperson report – Recruiting Manager's Guide

A requirement of the Recruitment Policy Recruitment Policy.pdf is to for the chairperson to complete a comprehensive chairperson's report for each candidate.

- **When should the report be completed?**

  As soon as possible after the interviews have been completed. A formal offer will not be made until this report is received.

- **Why is it important that this report is completed?**

- A chairperson's report will be used to provide feedback to candidates. These reports should include enough detail that colleagues can use this document to provide feedback to unsuccessful candidates. In most circumstances it is the chairperson who will provide feedback to unsuccessful candidates, but there may be occasions when others will need to do this in your absence.
- If there is a complaint that a recruitment campaign has not been conducted fairly this may be raised through either a grievance for internal candidates or through an employment tribunal claim for external candidates. In both circumstances, interview notes and the chairpersons report will be heavily relied upon to evidence your decision. In the case of an Employment Tribunal, these hearings are likely to take place months and sometimes years after the interview has taken place. Therefore, it is important that the reasons for not appointing a candidate are clearly recorded in this report.
- Each recruitment campaign may be subject to an Audit from the Civil Service Commissioner. If a chairperson's report has not been completed or sufficient evidence has not been provided, this may be considered as a breach by the commissioner and this will affect the rating provided by the commissioner. If the Agency was to fail an audit the commission could potentially stop us from carrying out any further recruitment campaigns for a set period of time.

- **How do I complete the chairperson report?**

The Civil Service Success Profile Framework Success Profiles - GOV.UK (www.gov.uk) is a good tool to use to help explain how a candidate has demonstrated that they were either successful or unsuccessful for this role. If helpful to do so this document can be referred to in the report.

For each section:

- Clearly state the behaviours and other criteria that you have assessed against as set out in the job description
- a brief summary of the candidate's response
- summary of examples the candidate used and why that achieved the score given
- explain any difference of opinion between panel members.

The chairperson's report should only comment on information that has been provided during the interview, application or assessment.

- If you have not already provided a copy of the interview questions to your recruitment advisor please include these in your report. Contact details of colleagues in Recruitment can be found on the HR page on INsite About us