**Introduction**

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| Hi Carol! We're delighted to be able to invite you to interview for the Project Manager role at The Example Company. |
| Please use this form to schedule your interview. You'll be able to select the date/time, format and location, and other preferences. You can also call us on 0000000000 and someone will take you through the scheduling process. Filling out the form takes 2 minutes. |

**Question 1 - Location**

[Optional]

|  |
| --- |
| Where would you like your interview to be? |
| * In person, at our London Office [Google map link: https://goo.gl/maps/zBEKuazRQAr46rxj9]
* Remote, over [Zoom/ Google Meet/ Microsoft Teams] (Video call)
* Remote, telephone call
 |

**Question 2 - Date & Time**

[Mandatory]

|  |
| --- |
| Please select the dates and times that suit you. |
| Interview length: [X] mins. Select each option that works for you. |
| * List of times per date / Link to a scheduling platform
 |

**Step 3 - Support options**

[Mandatory - Multiple choice]

This question provides candidates with the opportunity to select options that are relevant to them. This relies on survey software that only shows the questions that candidates have selected. If you do not have this functionality, then skip this question.

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| How can we support you in this interview? |
| Let us know what we can do to make your interview experience better. We are happy to make any adjustments to ensure you are as comfortable in your interview as possible and can perform at your best. Choose as many as you like. |
| * No requirements, I'm all done
* Communication support (e.g. BSL)
* Accessibility (e.g. room setup, access to building, accessible parking)
* Interview format (e.g. video setup, captions, breaks)
* Other [free text, candidate to write their own]
 |

**Step 4 - Communication**

[Optional - Choose one option]

Appears if this option has been selected in Step 3

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| Communication support: |
| You can request communication support, for example, if you are Deaf or hard of hearing and need a British Sign Language interpreter or lipspeaker; or have a physical or mental health condition or learning difficulty and need communication support.If you choose to bring a communication support person, someone from our team will get in touch with you in advance to ensure we are supporting you the right way. For example, we can add extra time and breaks to your interview.You can apply to the [UK Government Access to Work](https://www.gov.uk/access-to-work) to get money for communication support at a job interview. |
| * Yes, I will bring my communication support person
* Yes, I require [Company name] to provide a communication support person
* No, I don't require communication support
* Other [free text, candidate to write their own]
 |

**Step 5 - Accessibility**

[Optional - Multiple choice]

Appears if this option has been selected in Step 3

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| --- |
| Accessibility: |
| Choose as many as you like.You can apply to the [UK Government Access to Work](https://www.gov.uk/access-to-work) to get support at a job interview. |
| * Access to accessible toilet
* Accessible parking reservations
* Step-free access
* Wheelchair friendly space
* Reduced light and noise levels
* Accessible keyboard
* Big screen
* Other [free text, candidate to write their own]
 |

**Step 6 - Format**

[Optional - Multiple choice]

Appears if this option has been selected in Step 3

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| Interview format: |
| Choose as many as you like. |
| * I'll need to bring materials as prompts (e.g. my CV)
* I'll need a break (we will ask for your guidance on the day)
* I'll need more time to answer the questions
* Other [free text, candidate to write their own]
 |

**Step 7 - Anything else**

[Optional]

Appears to everyone

|  |
| --- |
| **Anything else** |
| [Free text]  |

**Thank you**

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| --- |
| Thank you! We are looking forward to meeting you on the day! |
| You'll receive an email shortly with all your selections and a summary of what you can expect from the interview. |
| Edit my answers |