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**INTERVIEW REPORT TEMPLATE**

**REPORT OF THE INTERVIEWS FOR SELECTING PhD AND POST DOCTORAL CANDIDATES FOR (SUBPROGRAMME)…………**

**Minutes of the interviews should have the following:**

1. **Introduction**

A brief introduction that explain the action to take place and apologies for the absence of a panel member if any

1. **Members of the Panel**

List of panel members and their affiliation and role in the interview sessions

1. **Summary of projects under the sub-programme**

A brief information of projects under the call and expected number of applicants for each project and the actual number of applicants per project

1. **Agreement about the process of conducting the interviews**

Panel members agree on how interviews are going to be conducted.

1. **Summary of results of the pre-selection**

A summary table of results of the pre-selection that include names of applicants who do not meet the requirements and thus not selected

1. **Withdrawing applicants**

Names of applications that were withdrawn, reasons and how this was informed and to the panel. Formal records should be attached (if by email).

1. **Results of the interview sessions**

A table summarizing the scores of the applicants per project and the resolution of the panel. A list of interviewing panel per project should be written down

1. **In agreement with the minutes**

A list of all panel members that participated in the interviews and their signatures