

<b>Source &amp; Select – Sift Quality Assurance PreBoard Issues Matrix – External Competitions</b>	<b>HR-VAC 1.45a (i)</b>
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<b>Vacancy Name: SPTO Civil Engineering Assistant</b>	<b>Vacancy ID: IRC297090</b>
<b>Date: 19<sup>th</sup> January 2024</b>	<b>Time: 10:00am</b>

<b>PREBOARD ISSUES</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS (IF ANY)</b>
Have all members received training in interviewing skills which included diversity requirements?	X		
Have all members read 'Notes for Guidance' issued by HRConnect?			NA
Has an overall framework for the conduct of each interview been agreed?	X		
Have all members established lead questions, related to testing each criterion? Are all members aware of the need to justify the marks awarded against each criterion?	X		
Are all members conversant with the documentation to be completed: interview question forms, candidate assessment forms and mark frame?	X		

<b>Conflict of Interest</b>	<b>Yes</b>	<b>No</b>
<p><i>Are competition participants aware of any potential conflict of interest at this stage?</i></p> <p><i>Please note should any potential conflict of interest arise this must be declared to HRConnect immediately, HRConnect will issue a Conflict of Interest Declaration Form to the Panel Member to provide information regarding the Conflict of Interest and the Form should be returned to HRConnect as soon as possible.</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Panel Members Sign Off**

Name: Mark McPeak

Signature: [signed]

Date: 24/1/2024

Name: Eoghan Daly

Signature: [signed]

Date: 24/1/2024

Name: Sharan Dustagheer

Signature: [signed]

Date: 24/1/2024