

## Service User/ Carer Involvement on Interview Panels

When preparing for your interview, please remember that you must involve a service user or carer in this process. Please give as much notice as possible (normally 10 working days). If possible, interviews should not start before 10am so the service user/ carer can be briefed beforehand

As soon as you have set the date(s) for the interview



Contact the HeadsUp worker and request an Interview Panel Request form.  
Email [anna.drescher@hfmind.org.uk](mailto:anna.drescher@hfmind.org.uk)



Complete the IPR form and send it back to [anna.drescher@hfmind.org.uk](mailto:anna.drescher@hfmind.org.uk) alongside a job description and a person specification.

Check /confirm budget holder and that the authorised signatory is listed against involvement code i.e. your department/339729



The HeadsUp worker will contact the service users/ carers from their pool of trained individuals and arrange for them to be part of the interview panel.



The HeadsUp worker will send you the service user/ carer contact details.  
**You will need to contact the service user/ carer about the interview in case of any changes/ cancellation.**



It is mandatory to spend some time with the service user/ carer just before the first interviewee to let them know what you're looking for in a candidate and support them to ask 2/3 of their own questions within the interviews.



The service user/ carer will be paid £10 an hour and is refunded any travel expenses. If it is a full day of interviewing, lunch must also be provided.

**It is your responsibility to raise the involvement payment on the same or the next working day- see s19 (payment for service user and carer involvement policy)**