Appendix 2: Aspirational Interview – 4 part	document		
1. Background information			
Please complete part 1 of this form and bri interview.	ng it with you when you attend for your		
If you have any questions or concerns pric Line Manager or the Human Resources De	•		
Part 1			
Personal Details - please complete the follow	ving information about you.		
Surname:	First Name(s)		
Contact Address:	Contact Numbers:		
	Home:		
	Work:		
	Mobile:		
	Email:		
Employment Details – please complete the following information about your employment with the Trust.			
1 Base (e.g. Victoria Hospital):	2 Department		
3 Directorate	4 Division		
5 Trust Start Date:	6 Length of NHS Service:		
7 Post Title:	8 Agenda for Change Banding:		
Is your post:	Were you redeployed into this post ?		
Full Time	Yes □ No □		
Is there any Existing Pay Protection in place for this post:	If yes when is this due to come to an end?		
Yes No			
Reason for redeployment :			
Capability – III Health Grounds			
Capability – Performance			
Organisational Change			
PART 2 – TO BE FILLED IN WITH LINE MANAGER Please describe your current work nettern with approximate times			
Please describe your current work pattern with approximate times.			

Appendix 2: Aspirational Interview – 4 part document						
Week 1		Week 2 (if applicable	e)			
Monday	Monday		Monday			
Tuesday		Tuesday				
Wednesday	Wednesday		Wednesday			
Thursday	Thursday		Thursday			
Friday	Friday		Friday			
Saturday		Saturday				
Sunday	Sunday		Sunday			
Are you willing to d	change your current w	ork pattern? Yes	□ No □			
If yes please indica	ate below when you are	If yes please indicate below when you are available to work				
	AM	РМ	EVENING			
Monday	AM	РМ	EVENING			
Monday Tuesday	AM	PM	EVENING			
	AM	PM	EVENING			
Tuesday	AM	PM	EVENING			
Tuesday	AM	PM	EVENING			
Tuesday Wednesday Thursday	AM	PM	EVENING			
Tuesday Wednesday Thursday Friday	AM	PM	EVENING			
Tuesday Wednesday Thursday Friday Saturday	AM	PM	EVENING			
Tuesday Wednesday Thursday Friday Saturday Sunday	AM	PM	EVENING			
Tuesday Wednesday Thursday Friday Saturday Sunday	AM	PM	EVENING			

Appendix 2: Aspirational Interview – 4 part document				
Are there any personal circumstances which you feel we need to be aware of:	What mode of transport do you currently use to get to work?			
Childcare	Walk □			
Carer	Cycle			
Medical	Bus			
Other	Car			
	Other please state			
Do you have any particular areas of the Trust where you would like to work? If yes please state: Site preference? Do you have any thoughts on the work you would like to do in the If yes please state:				
Have you identified any particular training needs that you may have? If yes please state:				
Agreed Future Actions. State below any agreed actions eg. date to provide answers to any questions or concerns, date to meet again if necessary				
Action	Date			
Managers Signature				
Employee Signature				
Date				
Copy: Manager Employee HR Representative				

Appendix 2: Aspirational Interview – 4 part document			
Part 3 Operational Summary			
Employee Name Area of Work / Base			
Manager completing Interview			
3.1	Key Skills		
3.2	Key Experience		
3.3	Previous employment experience		
3.4	What key transferable skills do you have?		
3.5	Do you need additional support with regard to		
	disability needs?		

Appendix 2: Aspirational Interview – 4 part document			
3.6	Further comments needed to be taken into consideration:		
Managers Signature			
Employee Signature			
Date			

Appendix 2: Aspirational Interview – 4 part document				
Part 4 Summary of Identified Development Needs				
Development Need	Action to be Taken	By Whom		
Managers Signature				
Employee Signature				
Date				

Appendix 3: Job Search Diary						
Job Search Diary	/					
Detail below the jo	obs that you have revi	ewed and pro	ovide an update as ap	propriate:		
Name:		Current	t Job Title:			
Current Departme	ent:					
						
Job Reference Number	Job Title	Grade / Band	Department	Date applied	Date of Interview / matching meeting	Outcome