**AssessorS’ DOS AND DON’TS**

**BEFORE THE AAC:**

* **Do** check for **every** AAC that you are on the FPH list of Assessors and that the job description has been approved by FPH;
* **Do** read the FPH guidance before you accept any AAC so you know what parts of the process you must do;
* **Do** keep FPH Central Office informed throughout the process, and especially if you have any questions or concerns;
* **Do** ensure you are up-to-date with Equality & Diversity training – this is normally arranged by your employer;
* **Do** ensure that the employer sends you a list of panel members and that the AAC looks quorate and composed appropriately before you get there. Guidance on AAC panel compositions can be found on the FPH website. If the panel is not composed appropriately you must raise your concerns with HR and FPH Central Office as soon as possible;
* **Do** check what paperwork the appointing authorities’ HR processes insist on  - a few still have nothing, most have scoring systems for the interviews, as well as the standard NHS application system short-listing process;
* **Do** remember that participation in the short-listing is **essential** –lots of areas try to get around this, or assume the appointing DPH can do this on his/her own**;**
* **Do** check the interview format with the employer before attending - most interviews include at least a presentation element, in addition to the standard question and answer sessions, and you should be prepared for both;
* **Do** check beforehand with the employing authority if they will pay for any overnight expenses – they may well offer to book this for you with their favourite hotel.

**AAC DAY:**

* Do introduce yourself to the chair as soon as you get there. It may also be worth explaining to the employer why the multidisciplinary nature of public health posts necessitate an assessor from both medical and non-medical backgrounds attending – often employers are not aware;
* **Don't** dominate the questioning – AACs are big panels and the local committee members will need to feel they are leading the process;
* **Don't** be afraid to ask the more straightforward questions about CCST, CPD etc and leave space for other committee members to ask the more complicated ones;
* **Don't** be surprised if the chair turns to you first at the end of the AAC to ask for your views on the candidates as a way into the open discussion;
* **Don’t** feel you *have* to declare your opinion of who you consider above or below the line at this stage, but it does allow the local committee members to come in behind you with a bit more ease;
* **Do** remember that the Assessors’ function on the panel is to sift out those candidates who are below the line, allowing the committee to make a decision on those considered above the line;

**Don’t** feel pressured to rank those candidates considered above the line – that is not the function of an FPH Assessor on an AAC. If pressed, any views offered should be given as a panel member, rather than as an FPH Assessor. Ideally, it should ultimately be a local decision. However, **do** remember that the FPH Assessor is obliged to remind the panel of equal opportunity requirements if s/he thinks the panel may be discriminating unfairly.

**AFTER THE AAC:**

* **Do** offer the chair feedback on the process and offer to feedback to candidates. If you are the named person for feeding back to candidates, it is probably better that you agree with the rest of the panel what the feedback should be for each candidate;
* **Do** ask the lead HR person on the AAC if they can let you know the final outcome - in that way you can let FPH Central Office know;
* **Do** ensure that you ask for an expenses claim form immediately after the AAC, and that you claim any travel/subsistence expenses due to you promptly thereafter. It is the responsibility of the recruiting organisation to pay these expenses, and our Employers Guidance and all relevant email communications explicitly state that Assessors are supplied on that understanding;
* **Do** remember that while Assessors on old consultant contracts are eligible for a BMA sessional payment for attending an AAC, consultants who have identified attending AACs as one of their programmed activities, or those on new consultant contracts are not eligible for these payments.
* **Don’t** expect to receive more than public transport rate per mile, or Standard Class rail travel;
* **Do** return a completed FPH Assessors Report Form to FPH Central Office within 5 working days. Email is preferable aac@fph.org.uk