

CONFIDENTIAL

Date: [Insert Date]

To: [Panel Member Name]

From: [Executive Search Lead/HR Director]

Subject: Executive Briefing: Interview Panel for [Job Title]

1. Interview Overview

Candidate Name: [Candidate Name]

Date/Time: [Date and Time]

Location/Link: [Room Number or Virtual Meeting Link]

2. Panel Members

- [Name], [Title] - Chair
- [Name], [Title]
- [Name], [Title]

3. Candidate Background

[Insert brief summary of candidate's current role and key value proposition. Reference attached CV and Portfolio.]

4. Core Competencies to be Evaluated

- Strategic Vision and Leadership
- Operational Excellence
- Cultural Alignment and Values
- Stakeholder Management

5. Interview Structure

1. Welcome and Introductions (5 mins)
2. Candidate Presentation [If applicable] (15 mins)
3. Panel Q&A (30 mins)
4. Candidate Questions (5 mins)
5. Closing and Next Steps (5 mins)

6. Confidentiality Notice

All materials and discussions related to this candidate are strictly confidential. Please ensure all notes are submitted to [Department] and digital files are secured following the interview.

7. Attachments

- Job Description
- Candidate CV/Resume
- Interview Evaluation Scorecard