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| **Post title:**  |
| **Candidate name:**  |
| **Date of interview:** |

**INTERVIEW RECORD SHEET**

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| **Scoring Key**  |
| **4** | **Exceptional**  | Significantly exceeds criteria, strong positive and consistent evidence of having worked above the level required. |
| **3** | **Above Average**  | Fully demonstrates their ability to meet the criteria. |
| **2** | **Average**  | Demonstrates evidence that covers a significant proportion of the criteria. |
| **1** | **Poor** | Provides limited detail in how they meet the criteria. |
| **0** | **Unacceptable**  | Fails to demonstrate their ability to meet the criteria. |

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| **At the start of the interview, the candidate should be welcomed and informed of the following;*** Questions are designed to seek evidence to support the requirements of the role
* You can use examples given on your application form
* Interviewers will be taking notes
* The interview will last around 30 - 45 minutes
* You can ask for questions to be repeated if required or seek clarification;
* You will be given an opportunity to add anything else and to ask the interviewers questions at the end of the interview.

*You must inform the candidate of any scheduled fire drills.*  |

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| **Post title:**   | **Date of interview:**  |
| **Candidate name:**  |
| **Interview questions** (Seek evidence to support the requirements of the role and reflect your Equality Policy)*Interview questions* ***must*** *be based on the criteria in the job description and person specification – please refer to the Job Specification document.* | **Score** | **Comments** |
| **Question 1**      |  |  |
| **Question 2**      |  |  |
| **Question 3**      |  |  |
| **Question 4**      |  |  |
| **Question 5**      |  |  |
| **Question 6**      |  |  |
| **Question 7**      |  |  |
| **Question 8**      |  |  |
| **Question 9**      |  |  |
| **Question 10**      |  |  |
| **Total**  |  |  |
| **Do you have any questions you would like to ask the panel?***(Record any questions asked by the candidate here)***Additional Notes:**  |
| **I can confirm that these notes are a true record taken at the interview.****Signature of panel member:**       |
| **Print name:**       | **Date:**       |

**(0 = Unacceptable, 1 = Poor, 2 = Average, 3 = Above Average, 4 = Exceptional)**