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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)**