****Interview Assessment Form /** Role Name

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate details** | | | |
| **Candidate:** |  | **Job reference:** |  |
| **Date and time:** |  | **Location:** |  |
| **Panel:** |  | | |

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| --- | --- | --- | --- | --- | --- |
| **Interview Summary** | | | | | |
| **Panel commentary:** |  | | | **Total score:** |  |
| **To offer:** | *Yes or No* |
| **Test Results:** |  | | | | |
| **Notice required:** |  | **Holidays booked:** |  | | |

**Evidence rating:**

1. **Little or no evidence to meet requirements**
2. **Evidence meets requirements**
3. **Evidence exceeds requirements**

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| --- | --- | --- | --- |
| **Skill/Knowledge/Experience** | **Questions** | **Response** | **Score** |
| *Populate with essential criteria for  the role*  ***ie CUSTOMER AWARENESS***   * ***Stakeholder engagement*** * ***Proactive development*** | *Populate with questions specific to the essential criteria*  ***ie Who do you anticipate would be your key stakeholders within this role?*** | *Notes on candidate’s response* | *1,2 or 3* |
| **Skill/Knowledge/Experience** | **Questions** | **Response** | **Score** |
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