A logo with two lions and a shield

Description automatically generated *Interview Assessment Form*

The interview panel chair should welcome the candidate and do introductions, advise how the interview will be conducted, any planned fire drills etc. The panel chair should also provide the candidate with an overview of the role/team/service.

**Remember:**

* The panel chair must ensure that all documentation that the candidate has been asked to bring to interview is verified as original documents and copies taken to be used at preferred candidate stage. Please refer to section 7.2 of the Recruitment and Selection Guidance for more information.
* All interview documentation including the content of this form can be requested by candidates via a Subject Access Request - ensure professionalism!

**Tips:**

* Interview questions should be based on the requirements set out in the job profile and should assess a candidate’s ability to meet these requirements,
* Job specific ‘technical’ questions and behavioural/competency based questions should be included. Behaviour/competency based questions ensure that candidates align with, and have the ability to make a positive contribution to the Council’s guiding principles.
* You should complete the model answer against each interview question to support your scoring/assessment.
* Give the candidate an opportunity to ask any questions of the panel at the end of interview (please note there should be no scoring of questions asked by the candidate).
* Inform all candidates when they are likely to be advised of the outcome of interview.
* Complete scoring between interviews, rather than leave scoring to the end of all of the interviews.

**Scoring/Assessment**

|  |  |  |
| --- | --- | --- |
| **N/E** | **Not evidenced** | Competency **NOT** demonstrated |
| **1** | **Little evidence** | Candidate demonstrates **FEW** elements of the required competency; insufficient evidence, examples or information provided |
| **2** | **Good** | Candidate demonstrates **MOST** elements of the required competency; demonstrates most aspects of the competency at a good level; relevant example(s); good quality of evidence |
| **3** | **Outstanding** | Candidate demonstrates **ALL** aspects of the required competency; consistently demonstrates at a high level; detailed relevant examples; high quality of evidence |

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| --- | --- | --- | --- |
| **Interview Date** |  | **Panel Member Name** |  |
| **Candidate Name** |  | **Vacancy Job Title** |  |
| **Job Family** | Choose an item. | **Vacancy Ref** |  |

| **Question** | **Model Answer** | **Candidate’s Response** | **Score: 1-3 or N/E** | **Panel Member Comments** |
| --- | --- | --- | --- | --- |
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| **Detail Any Other Selection Methods Used**  **(e.g. presentation / tests etc):** |  |
| **Candidate Questions:** |  |

**Has the validity of appropriate qualifications and right to work in the UK been checked**?  yes  no

**Overall assessment and comments**:

**Recommendation:** Reject/Appoint (Please delete as appropriate)

Please provide a summary of the reason(s) why you have decided to reject / appoint. This can be used to provide feedback to the candidate should they request this: