**INTERVIEW ASSESSMENT FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** |  | | |
| **Candidate's name:** |  | | |
| **Interviewer[s]:** |  | | |
| **Assessment criterion** | **Details provided by candidate** | **Standard**[**1**](http://www.xperthr.co.uk/policies-and-documents/interview-assessment-form/25408/?keywords=interview+assessment+form#1) **1, 2, 3, 4, 5** | **Interviewer notes** |
| **Education/qualifications required:**      **[Additional education/qualifications desired:]** |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
| [Insert question and name of interviewer asking question] |  | | |
| [Insert question and name of interviewer asking question] |  | | |
| [Insert question and name of interviewer asking question] |  | | |
| **Assessment criterion** | **Details provided by candidate** | **Standard**[**1**](http://www.xperthr.co.uk/policies-and-documents/interview-assessment-form/25408/?keywords=interview+assessment+form#1) **1, 2, 3, 4, 5** | **Interviewer notes** |
| **Relevant experience required:**      **[Additional experience desired:]** |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
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| **Training required**      **[Additional training desired]** |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
| [Insert question and name of interviewer asking question] |  | | |
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| **Skills required**      **[Additional skills desired:]** |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
| [Insert question and name of interviewer asking question] |  | | |
| [Insert question and name of interviewer asking question] |  | | |
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| **Assessment criterion** | **Details provided by candidate** | **Standard**[**1**](http://www.xperthr.co.uk/policies-and-documents/interview-assessment-form/25408/?keywords=interview+assessment+form#1) **1, 2, 3, 4, 5** | **Interviewer notes** |
| **[Intellectual capacity]**[**2**](http://www.xperthr.co.uk/policies-and-documents/interview-assessment-form/25408/?keywords=interview+assessment+form#2) |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
| [Insert question and name of interviewer asking question] |  | | |
| [Insert question and name of interviewer asking question] |  | | |
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| **[Competencies required]** |  |  |  |
| **[Additional competencies desired]** |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
| [Insert question and name of interviewer asking question] |  | | |
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| **Assessment criterion** | **Details provided by candidate** | **Standard**[**1**](http://www.xperthr.co.uk/policies-and-documents/interview-assessment-form/25408/?keywords=interview+assessment+form#1) **1, 2, 3, 4, 5** | **Interviewer notes** |
| **Personal qualities required [** |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
| [Insert question and name of interviewer asking question] |  | | |
| [Insert question and name of interviewer asking question] |  | | |
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| **Assessment criterion** | **Details provided by candidate** | **Standard**[**1**](http://www.xperthr.co.uk/policies-and-documents/interview-assessment-form/25408/?keywords=interview+assessment+form#1) **1, 2, 3, 4, 5** | **Interviewer notes** |
| **Ability to fulfil requirements of the post** |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
| [Insert question and name of interviewer asking question] |  | | |
| [Insert question and name of interviewer asking question] |  | | |
| **Assessment criterion** | **Details provided by candidate** | **Standard**[**1**](http://www.xperthr.co.uk/policies-and-documents/interview-assessment-form/25408/?keywords=interview+assessment+form#1) **1, 2, 3, 4, 5** | **Interviewer notes** |
| **[Additional criteria:]** |  |  |  |
|  |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
| [Insert question and name of interviewer asking question] |  | | |
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| **[Additional criteria:]** |  |  |  |
|  |  |  |  |
| **Questions relevant to criterion** | **Candidate's answers** | | |
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| [Insert question and name of interviewer asking question] |  | | |
| **Notes**  1Standard 1, 2, 3, 4 or 5 1 = Excellent 5 = Poor  2If appropriate for the position | | | |