

**NORTH LANARKSHIRE COUNCIL  
EDUCATION & FAMILIES  
INTERVIEW ASSESSMENT SHEET**



NAME OF CANDIDATE:	DATE:
POST(S) BEING CONSIDERED:	START/FINISH TIME:

**Section 1. Instructions**

**For the Chair of the Panel:**

At the end of the interview, the Chair must remind all interviewees that the successful candidate will be appointed subject to a post-interview meeting at Personnel within 10 working days at which the following conditions must be met:

1. The candidate must provide 2 forms of evidence of entitlement to work in the UK, one photographic (e.g. passport, driving licence) and the other giving the National Insurance number (e.g. NI card, NI certificate, tax document, salary slip).
2. The candidate must complete and discuss a health declaration form. (This form will be supplied at the meeting.)
3. The candidate must successfully complete the enhanced disclosure procedure.
4. If the post is in a Catholic school, the candidate must provide a letter of approval from the diocesan office responsible for the area in which the school is located. (This does not apply to posts in non-denominational schools.) Candidates should be reminded to seek approval sufficiently early in the process so as to be able to provide evidence at this meeting if they have not already done so.

SIGNATURE OF CHAIR OF PANEL: \_\_\_\_\_

**For all members of the panel:**

This form should be :

- ♦ completed during the course of the interview
- ♦ returned to the chairperson at the conclusion of the interview process

**Section 2:**

Area of Questioning and Summary of Answer	Comments on Quality of Candidate's answer
1.	
2.	

Area of Questioning and Summary of Answer	Comments on Quality of Candidate's answer
3.	
4.	
5.	
6.	

**Section 3: Overall Impression and Summary**

Panel Member: \_\_\_\_\_

**NOTE:** THIS FORM WILL BE RETAINED FOR REFERENCE FOR SIX MONTHS AFTER THE DATE OF INTERVIEW