

INTERVIEW ASSESSMENT FORM

Instructions

1. Complete this form during the interview to record applicants answer to the questions.

2. Score your applicant according to the scoring guide

0 = Unacceptable, 1 = Below Average, 2 = Average, 3 = Above Average, 4 = Exceptional

3. The chair of the interview panel **MUST** sign and date copies of the Evidence of Entitlement to Work in the UK stating that the originals have been viewed. Evidence required is either a current British Passport **OR** a document with the candidate's name and National Insurance number **AND** a full birth certificate (original documents only). Please view link for more details –

<https://www.gov.uk/check-job-applicant-right-to-work>

Guidance for Completion

Each Factor Assessed is replicated from the Employee Specification. As the Hiring Manager you have the autonomy to create one or more questions on each Factor as well as adding any additional questions that you consider relevant to assess the suitability of the applicant.

Applicant Name	
Post	
NLA Number	
Date of Interview	
(Print Name)	
(Signature)	

Factor Assessed as per Employee Spec (e.g. Qualifications & Training)	
Core Question	
Evidence Notes	
Score	

Factor Assessed as per Employee Spec (e.g. Work Experience)	
Core Question	
Evidence Notes	
Score	

Factor Assessed as per Employee Spec (e.g. Knowledge/Skill/Ability)	
Core Question	
Evidence Notes	
Score	

Factor Assessed as per Employee Spec (e.g. Personal Qualities/Attributes)	
Core Question	
Evidence Notes	
Score	

Factor Assessed as per Employee Spec (e.g. Other)	
Core Question	
Evidence Notes	
Score	

Additional Questions	
Core Question	
Evidence Notes	
Score	

Outcome – Please Tick appropriate

Successful

Reserve

Unsuccessful

Reason & Comments

Guidance

On completion:-

- For successful applicants return this form along with contract offer and interview control sheet to ESC Recruitment Mailbox.
ESC-RecruitmentTeam@northlan.gov.uk
- For reserve applicants – retain this form for 6 months then destroy in accordance with retention schedule. Reserve applicants can be revisited within a 6 month period
- For unsuccessful applicants – retain this form for 6 months then destroy in accordance with retention schedule.