

## Example Interview Score Recording Sheet

<b>INTERVIEW SCORE FORM</b>
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<b>Name of Candidate:</b>	<b>Job:</b>
<b>Interview Panel:</b>	<b>Ref No:</b>
	<b>Work Place:</b>
	<b>Grade:</b>
<b>Interview Date:</b>	<b>Completed By:</b>
<b>Interview Time:</b>	

Check List:

- ✓ Have you asked for and seen the applicants identity papers?
- ✓ Do they have the Right to Work in the UK?
- ✓ Have you asked for and seen the applicants qualifications?
- ✓ Have you explored and recorded the applicant's explanation of the gaps in their history & reasons for leaving employment?
- ✓ Have you asked for and read the applicants Criminal Offences Declaration?
- ✓ Have you explored & recorded the applicants explanation of Criminal Offences if necessary
- ✓ Has the applicant completed the ISA question on barred status?
- ✓ Have you told the applicant the posts terms and conditions?

Questions/ Criteria	1 – 2-3-4-5	COMMENTS

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Applicant Successful?	Should Applicant's name be placed on waiting list?	
<b>YES/NO</b>	<b>YES/NO</b>	

Key:

- 5 Excellent. Very strong performance
- 4 Above Average. An area of some strength
- 3 Competent. Acceptable level of performance
- 2 Below Average
- 1 Poor performance

**Note this is an example scoring system and each organisation will have its own procedures / policies.**

Scores of 3 or above indicate that the candidate has successfully met or exceeded the criterion measured. **For appointment, candidates must meet 3 on all essential criteria.** The processes to be followed must, however, be determined & recorded prior to the selection processes taken place and be clearly justified.