**Strictly Private and Confidential**

**Interview Assessment Record**

|  |  |
| --- | --- |
| **Interview date** |  |
| **Candidate name** |  |
| **Post title and service** |  |
| **Interview panel members** |  |

**Questions to be linked to the Employee Profile (add where necessary)**

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| --- | --- | --- | --- |
| Question |  | Answer/comment | Score out of 5 |
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| Do you have any questions? |  |  |  |

Panel member signature: Qualifications: Originals seen? Copies?

Eligibility to Work in UK: Original documents seen? Copies?

Name (please print):

Date:

# Questions to be scored out of 5

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| Score: Key to Codes | |  |
| 5 | Exceptional | Model Answer |
| 4 | Well above average | Well thought out, logical reasoned reply |
| 3 | Average | Adequate answers, required elaboration |
| 2 | Doubtful | Minimum points, needed detailed depth |
| 0 - 1 | Does not meet requirements (0 if does not have qualification | Has not answered question |