



INTERVIEW ASSESSMENT FORM

Post: Donor Centre Administrator

Ref. No.:

Interview Date:

	Candidate/s Name						
Assessment Criteria							
<i>Communications</i>							
<i>Team Working</i>							
<i>Organisation and prioritisation</i>							
<i>Working under pressure</i>							
<i>Adaptability</i>							
<i>Confidentiality</i>							
<i>IT Experience</i>							
<i>Values and behaviours</i>							
<i>Spreadsheet Test score</i>							
<i>Customer service Q test score</i>							
Total scores							
Reserve Candidate?	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

Scoring: 5 – Excellent 4 - Very Good 3 – Good 2 - Adequate 1 - Poor 0 – Did not demonstrate

These are the agreed scores of the interview panel following review of evidence obtained from the candidates during the interview

Signed By:

Chair of Interview Panel