



INTERVIEW ASSESSMENT FORM HOW TO COMPLETE

1. Please fill in the title of the post and the reference number in the boxes provided along this row.

Post: Recruitment Assistant

Ref. No. B1234

Interview Date:

23/01/2009

		Candidate's Name				
Assessment Criteria	A. Blog	B. Smith				
Ability to prioritise	1	0				
Effective communication skills	2	1				
Attention to detail						
Relevant Knowledge	1	2				
Good office practice	1	2				
Software experience	2	1				
NHS terms & conditions	1	2				
Experience in recruitment/HR	2	2				
Presentation (if undertaken)						
Test (if undertaken)	3	2				
Total scores	15	13	0	0	0	0

3. Enter the names of each candidate in this row.

2. Identify from the person specification the areas to be assessed at interview and fill in here. Ensure the final selection criteria can be assessed by the questions asked.

4. After each interview complete the candidate's score for each criteria by selecting a number from 0-5.

5. The assessment total will be calculated automatically unless you are filling the form in manually. In which case you will need to add all of the numbers in the column.

6. Please sign your name clearly in the space provided on this row.

Signed By:John Brown.....

Scoring

5 - Excellent

4 - Very Good

3 - Good

2 - Adequate

1 - Poor

0 - Did not demonstrate