**INTERVIEW ASSESSMENT FORM**

Human Resources

02/16



This form will:

* Provide part of the basis for the personnel file for the successful candidate
* Enable accurate communication with candidates who request feedback from their interview
* \*Provide justification of the selection of a non EEA candidate above an EEA candidate in the event that the successful candidate requires a Certificate of Sponsorship (CoS) under Tier 2 of the Points Based System (PBS)

***Each member of the selection panel should complete this form***

|  |  |
| --- | --- |
| **Job title:**  | **Candidate’s name:** |
| **Interviewer/interviewers:**  | **Chair of panel:** |

**Key to indicate whether candidate meets selection criteria:**

**0 – does not meet criteria 1 – meets some of the criteria 2 – meets most of the criteria 3 – meets all of the criteria 4 – exceeds criteria**

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| --- | --- | --- | --- | --- |
| Interview question | Interviewer | Criteria being analysed | Note of answer | Score |
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|  **TOTAL** |  |
| **Candidate’s questions:** |

|  |  |
| --- | --- |
| Successful [ ]  | If the successful candidate requires a CoS under PBS Tier 2 please provide reasons why each EEA candidate was rejected\*  |
| Unsuccessful [ ]  | Please provide reasons for not appointing this candidate:  |

\*If the post is in a designated PhD Standard Occupation Classification (SOC) code, this information does not need to be provided. Please confirm with HR if you are in any doubt

Signed: Date: ­­­­­­­­­­­­­­­­

Name: