 **INTERVIEW ASSESSMENT FORM**

Human Resources

07/21

**To ensure you are able to employ the candidate you have selected, it is vital that evidence of shortlisting and interview decisions are kept throughout the recruitment process and sent to HR to keep on file.**

**This form will:**

* Provide evidence that an objective assessment has been made.
* Assist the College to evidence the genuine vacancy requirement for candidates who require Skilled Worker route visa sponsorship to work in the UK
* Enable accurate communication with candidates who request feedback from their interview
* Provide part of the basis for the personnel file for the successful candidate

***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**

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

|  |  |
| --- | --- |
| Successful [ ]  |  |
| Unsuccessful [ ]  | Please provide reasons for not appointing this candidate:  |

Signed: Date: ­­­­­­­­­­­­­­­­

Name: