**Interview Assessment Record**

# JOB

# INTERVIEW DATE

1. **Introduce Panel**
2. **Format of Interview**

Tell applicant about the job

Presentation

Panel each have questions and will be taking notes

Opportunity for applicant to ask questions

Test will follow interview

1. **Checks**

There are a number of checks which must be completed as part of the recruitment process. Different arrangements apply to:

* Internal candidates
  + Driving posts
  + SSSC registered posts
* External candidates

All relevant checks must be completed as detailed in [How to Carry Out Recruitment Checks](http://www.falkirk.gov.uk/employees/policies/docs/hr/how-to/How%20to%20carry%20out%20recruitment%20checks.pdf?v=201906211607)

The standard of spoken English relevant to the job should be evaluated as part of the interview process. For example if a public facing role would need to talk about technical information or use jargon, the interview questions should check understanding and an ability to speak fluently in English about this.

*Applicant Name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Post Applied For:* JOB TITLE

*Interview Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Panel Member:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview Questions Notes and Scoring**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 INSERT QUESTION LEAVE SPACE TO RECORD CANDIDATES ANSWER | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| **Unacceptable** **Acceptable** **Ideal** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q2 | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| **Unacceptable** **Acceptable** **Ideal** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q3 | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| **Unacceptable** **Acceptable** **Ideal** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
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| Q4 | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| **Unacceptable** **Acceptable** **Ideal** | | | | | | | | | |

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| Q5 | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| **Unacceptable** **Acceptable** **Ideal** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q6 | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| **Unacceptable** **Acceptable** **Ideal** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q7 | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| **Unacceptable** **Acceptable** **Ideal** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q8 | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| **Unacceptable** **Acceptable** **Ideal** | | | | | | | | | |

**Applicant questions?**

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| --- |
| **Comments** |
|  |

Panel Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When completed, return to Interview Chairperson to forward to Human Resources for filing. The successful applicant’s record should be filed on their personnel file.**