

CORNWALL COUNCIL

JD/PS - Interview Assessment Form

Job title and ref no:
 Interview panel members:
 Date completed:

Applicant name:
 Date of interview:

- Instructions:**
1. Complete this form **immediately after** each interview.
 2. Candidates should be compared with the attributes indicated in the Person Specification

Criteria	Comments	Weighting (Examples only)	Rating (1-5)	Total
1. Experience		3		
2. Education and Training		4		
3. Special Knowledge and Skills		4		
4. Any Additional Factors		3		
5. Quality of Response to Questions		4		
6. Overall Impression		2		
7. Written Report				
8. Presentation				
		Overall Total		

GENERAL COMMENTS

<u>Recommendation</u>	Date

Guidance for Completion

1. Criteria

The headings from 1-4 refer to the information obtained from the candidate at interview in relation to the criteria contained within the person specification. Managers should ensure that a standard set of questions is compiled with the aims of eliciting from candidates information relevant to the assessment criteria. All candidates should be asked the same questions, with additional questions being used for clarification purposes only.

Headings 5 and 6 allow for an assessment to be made of how candidates respond to questions (rather than the content of their replies which is addressed under 1-4) and the overall impression created by their conduct at interview.

Headings 7 and 8 are included by way of example to ensure that where selection techniques other than an interview are used, not only the assessment, but what is being assessed (e.g. communication skills via presentation) are recorded and included within the overall assessment. These headings can be altered as appropriate to reflect any additional selection techniques used.

2. Weightings

The relative weightings (from 1 (lowest) to 5 (highest)) are included by way of example only. It is for the interview panel to determine the relative weight attached to different criteria before beginning the selection process. These weightings are unlikely to be the same for every post but, with more frequent and regular use, common criteria and weightings will emerge for groups of jobs.

3. Rating

Candidates should be rated against each of the criteria on a scale from 1 (lowest) to 5 (highest).

4. Total

The total score is arrived at by multiplying the rating by the weighting e.g. a weighting of 5 and a rating of 3 results in a total score of 15.

5. Overall total

Once the relative weightings have been determined these can be multiplied by the ratings for each of the criteria to determine an overall total for each candidate. The total scores for each candidate can then be compared to inform the selection decision.

6. Key issues

- Each of the panel members must complete a form immediately after each of the interviews
- No discussion should take place about the relative merits of different candidates until after the selection procedure (the interview and any other assessment method being used) has been concluded
- Completed forms sent to Recruitment Admin team and kept for 6 months