

Interview Assessment Form: [Job Title e.g Account Manager]

Job Role:		Name of Candidate:	
Interviewers:		Source:	
Date of Interview:		Interview Number:	

Rating Scale Explained

Area of competence not assessed	Unable to demonstrate behaviour or competence, or showed it poorly	Borderline: Some demonstration of the competence and behaviour, but not consistently	Competent: Just met competence and behaviour required	Strong: Demonstrated the competence and behaviours slightly exceeded	Exceptional: Consistently evidenced competence and behaviour
N/a	1	2	3	4	5

	Rating	Evidence (Please record comments to substantiate rating)
Knowledge and experience		
Knowledge: Education: Degree Industry: which sectors		
Experience: [Input details of desired prior experience]		
Functional Skills [Input 6 - 8 Competencies and related questions to the role]		
1 e.g Relationship Building Tell me of a time when you built successful client relationships (optional: under challenging circumstances)? What actions did you take which had the biggest impact? What was the overall result?		
2		
3		
4		
5		
6		
7 General Communication (Observed)		

Ability to communicate answers articulately; listening skills etc		
Culture and Values Fit [Input 2 - 3 Values related questions common to all roles in your business]		
8		
9		
10		
Total Score		
Other Information [Including notice period/ location etc]		
Availability		Other Interviews
Current salary/ desired		Progress/ Decline