**INTERVIEW ASSESSMENT FORM**

**When to use this form?** *To record the evidence obtained at interview from each candidate*

**Who should complete this form?** *The Chair of the panel. One sheet should be completed on behalf of the panel and returned to HR.*

**Post Title and School / Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Starting salary should be at the bottom of the grade. Where higher offers are requested, you should discuss with your HR Officer before agreeing.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name** | **Summary of panel assessment**  | **Ranking** | **Appointable****Yes / No?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Name of Successful Candidate:** |
| **Of all the applicants interviewed, please outline below why the individual named above is most appointable:** |
| **Name of ‘Reserve Candidate’:***(Should the successful candidate decline the offer)* |

**Name of Panel Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***This form should be returned to Human Resources upon completion of the interviews. The form will be used as the basis for the provision of feedback and to evidence the selection decision.***

***Terms explained***

***Appointable*** *– this means that the candidate has demonstrated all of the essential selection criteria and some / all of the desirable selection criteria. If it is recorded that the candidate is appointable they will then be ‘ranked’ in relation to the other candidates.*

***Ranking –*** *This is the list of ‘appointable’ candidates, ranked in order of who is to be offered the post. It shows who is the best candidate and is to be offered the post first (1). If the first candidate does not accept then the second ranked person (2) will be offered the post. This process would be followed for all appointable candidates on the list.*

***Not appointable –*** *This means that the candidate has not demonstrated one or more of the essential selection criteria and some / all of the desirable criteria. If they have beem deemed not appointable then they will not be offered the post at any point.*