

## Interview record sheet

1. Complete this form for **each** interviewed candidate together with the CV and any notes taken on the day
2. Information on this sheet should be used to assess and rank each interviewee.
3. You can download copies of this form at [www.taylorollinson.co.uk/interview\\_record\\_sheet.doc](http://www.taylorollinson.co.uk/interview_record_sheet.doc)

<p>Rating Key:            3 = Exceeds criteria            2 = Fully met            1 = Partially met            0 = Not met/demonstrated</p>
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CANDIDATES NAME: \_\_\_\_\_

DATE OF INTERVIEW: \_\_\_\_\_

TIME OF INTERVIEW: \_\_\_\_\_

INTERVIEWERS:

Position:		Vacancy Ref no:				
Department:		Interview Stage:	Telephone	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>

Competency/skill related to the person specification	Evidence & Comments	Rating
Team work Q1: Tell us about a situation where you were part of a team. How did you contribute Q2: What role do you usually play in a team? Q3: Give an example of how someone in your team has annoyed you and how you responded.	A1. A2. A3.	
Competency/Skill: Q1 Q2 Q3	A1. A2. A3.	
Competency/Skill: Q1 Q2 Q3	A1. A2. A3.	
Competency/Skill: Q1 Q2 Q3	A1. A2. A3.	

Competency/Skill: Q1 Q2 Q3	A1. A2. A3.	
Competency/Skill: Q1 Q2 Q3	A1. A2. A3.	
Other Questions Q1 Q2 Q3 Q4 Q5 Q6 Q7		
General comments & observations		

Total score:

Offer candidate:       Reserve candidate:       Unsuccessful candidate:       Next stage:

What next stage: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_