

Interview assessment form

Candidate name:	[insert name]	Date & Time of interview:	[insert name]
Interviewer name(s):	[insert name]	Role and location of role:	[insert name]

Candidate evaluation against requirements of role:

Requirements of role Add here any additional essential and preferred requirements : [insert name]	Excellent: add here any comments and reasons as to evaluation [insert name]	Good: add here any comments and reasons as to evaluation [insert name]	Requirement not met: add here any comments and reasons as to evaluation. Where requirement not met may wish to consider if candidate has potential to achieve requirement with any relevant training employer may offer [insert name]
Qualifications & training: e.g., Educated to GCSE level, or has equivalent qualifications or experience.	[insert name]	[insert name]	[insert name]

<p>Previous relevant experience: e.g. (for office-based role) Good customer service, good communication and organisational skills, ability to multitask and proficiency in using Microsoft Word and email.</p>	[insert name]	[insert name]	[insert name]
<p>Relevant skills: (Skills gained in previous employment, education or training, or personal capacity)</p>	[insert name]	[insert name]	[insert name]
<p>Personal qualities: e.g., Courteous and professional. Good communication skills. Demonstrates enthusiasm/interest in role and company. Demonstrates willingness to undertake training and expand skills.</p>	[insert name]	[insert name]	[insert name]

Decision on shortlisting for role:

<p>The application is not suitable for the role:</p>	<p>Give comments and reasons for decision based on above evaluation: [insert name]</p>
<p>The applicant is suitable for the role:</p>	<p>Give comments and reasons for decision based on above evaluation: [insert name]</p>
<p>The applicant may be suitable for the role:</p>	<p>Give comments and reasons for decision based on above evaluation and reasons for reservations as to suitability (e.g., further training required/further information required from candidate): [insert name]</p>

<p>List next step in relation to candidate:</p>	<p>e.g., send candidate rejection letter, invite to second interview, send conditional job offer letter. [insert name]</p>
<p>Any candidate requests for further information/employer requirements for further consideration</p>	<p>e.g., candidate or employer requests for further information, or where candidate disabled any reasonable adjustments required for recruitment process or role. [insert name]</p>