# CANDIDATE INTERVIEW ASSESSMENT FORM

Please note: A copy of this form must be sent to The Recruitment Team to be placed on the candidate's record once the selection process is complete. This form must be completed individually by the members of the selection panel. If you are a self-service user please upload this completed document into U4R (please refer to the Hiring Manager User Guide).

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| --- | --- | --- | --- | --- |
| Candidate Name |  | | | |
| Director Area |  | | | |
| Post Title |  | | JEM |  |
| Post Reference Number (Business World On! No.) |  | | | |
| Panel Member Name  (Please tick if you are the appointing officer ) |  | | | |
| Interview Date |  | | | |
| DBS Status | No DBS Required  | DBS Required  | | |

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| **FOR APPOINTING OFFICERS ONLY**  **ALL RECRUITMENTS**   * Qualifications essential for the post copied and sent to The Resourcing Team * Right to work in the UK verified with documents copied, Manager name printed, signed and dated * Identity check verified with documents copied, Manager name printed, signed and dated * Conflict of Interest explored (As defined in section 5 of the [code of conduct](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/managing-performance-and-conduct/code-of-conduct/58706.article))   **SAFER RECRUITMENT**   * DBS Documents checked * Statement of Good Conduct requested (for applicants that have resided outside the UK for more than three months in the last five years) * I confirm I have discussed any issues regarding the reference with the candidate * I confirm I have discussed any issues regarding gaps/anomalies on the application form with the candidate |

**Scoring Levels**:

**5 points:** Excellent response/broke new ground. Highly developed ability in this area.

**4 points**: Good/innovative well thought through response. Clearly demonstrated positive ability in this area.

**3 points:** Satisfactory/adequate response. Demonstrated ability in this area

**2 points:** Some satisfactory elements in response. Demonstrated some ability in this area.

**1 point:** Poor response. Demonstrated little ability in this area.

**0 points:** inadequate response. Did not demonstrate ability in this area.

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| **Application Form Verification (Safer Recruitment Only)** |
| Please outline any anomalies or gaps including previous employment history, training and experiences that must be discussed during interview (If none then please write N/A) |
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| Please outline the clarification received from the candidate on anomalies or gaps identified in the application form and any actions to be taken (If none then please write N/A) |
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**\*If the post is covered by the Fluency Duty, please confirm whether the candidate has demonstrated at interview the ability to converse at ease with customers and provide advice in accurate spoken English. If not, the candidate should not be appointed to the post.**

* Yes
* No

| **Interview Notes** | | | |
| --- | --- | --- | --- |
|  | **Interview Question/Selection Criteria** | **Evidence** | **Scoring Level** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **TOTAL** | | |  |

Updated July 2018