

Interview Assessment Proforma – Panel Summary Sheet

Post Number		Job Title	
Directorate		Department	
Applicant's Name		Interview Date	
Appointing Officer		Panel Members	
Signature			

PERSON SPECIFICATION SECTION	QUESTIONS <small>(Populate with questions related to the person specification where the assessment method is the interview form)</small>	SCORE	COMMENTS
Education and Training			
Experience			
Skills			
Oral and Written Communication			
IT			

Physical			
AREAS	REQUIREMENTS	SCORE	COMMENTS
General			
Physical Demands			
Other Requirements			
TOTAL SCORE			

Score Criteria

- 1 – Unacceptable or no response
- 2 – Limited response, demonstrates limited understanding and experience
- 3 – Good response, demonstrates reasonable understanding and experience
- 4 – Excellent response, demonstrates full understanding and experience

Checklist	Comments
Confirm details of references – do they cover the last 5 years of employment and/or education history?	
Have they provided evidence of essential qualifications, training or professional memberships?	
Explanation of any gaps in employment/education history	
What notice period is required if successful?	
What grade/scp has been offered?	

Successful Candidate – Yes/No

If No send - *Standard Unsuccessful Letter / Bespoke Unsuccessful Letter

(*Delete as appropriate)

DRAFT