

**Interview Assessment Proforma – Panel Summary Sheet**

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

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

<b>Physical</b>			
<b>AREAS</b>	<b>REQUIREMENTS</b>	<b>SCORE</b>	<b>COMMENTS</b>
<b>General</b>			
<b>Physical Demands</b>			
<b>Other Requirements</b>			
<b>TOTAL SCORE</b>			

#### 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

<b>Checklist</b>	<b>Comments</b>
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