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| **INTERVIEW RECORD** |

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| --- | --- |
| **Section/Team** |  |
| **Job title** |  | **Date of interview** |  |
| **Name of candidate** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** |
| Almost identical characteristics to person specification | Meets many of the requirements | Meets some of the requirements | Little similarity | No similarity |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **EVIDENCE FROM INTERVIEW**  | **A** | **B** | **C** | **D** | **E** |
| **SKILLS, KNOWLEDGE & EXPERIENCE****List essential criteria tested at interview** |  |  |  |  |  |  |
| **QUALIFICATIONS** |  |  |  |  |  |  |
| **OTHER** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Have details of employment history been checked?** | Yes [ ]  No [ ]  |
| **Does this post involve working directly with children?****If ‘YES’, complete the following section** | Yes [ ]  No [ ]  |
| **If the post involves working directly with children, you must complete the following section** |
| **Dates of gaps in employment history** | **State reason given at interview** | **State action required ie details of any further checking required** |
|  |  |  |

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| **Please tick as appropriate** |
| **Successful** |  | **Unsuccessful** |  | **Reserve** |  |

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| **INTERVIEW PANEL DETAILS** |
| **Name** | **Designation** | **Signature** | **Safer recruitment trained (Yes/No)** |
|  |  |  |  |