**Interview Structure & Questions**

Overall, this interview will account for 100% of the final marks.

**Scoring** – candidates answers should be scored as follows:

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| **Score** |  |
| **0** | No answer given or answer completely irrelevant. No examples given. |
| **1** | A few good points but main issues missing. No examples / irrelevant examples given |
| **2** | Some points covered, not all relevant. Some examples given. |
| **3** | Some points covered. Relevant information given. Some examples given. |
| **4** | Good answer. Relevant information. All or most points covered. Good examples. |
| **5** | Perfect answer. All points addressed. All points relevant. Good examples. |

**Notes for the panel:**

* Please allow time prior to the interview to meet as a panel and finalise the interview questions. Ensure that you agree on how the interview will be structured and who will be asking questions.
* At the start of the interview introduce each member of the panel and allow some to explain the structure of the department and any objectives or priorities that relate to the role
* Provide assurance that candidates may ask for questions to be repeated and try and ensure that they are as calm as possible.
* Outline how the interview will be conducted and explain any requirements for the interview, e.g., is there a presentation at the start
* Inform the candidate that they will be able to ask questions at the end of the interview
* Ensure that you take notes throughout the interview to allow you to score each applicant.
* Wherever possible provide some timescales on when the panel are likely to make a decision and when the candidate will hear the outcome.

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| **Applicant Name** |  |
| **Job Title** |  |
| **Interview Date** |  |
| **Interview time** |  |
| **Panel Member** |  |

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| --- | --- | --- | --- |
| Panel  Member | Question |  | Score |
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| Candidate  Questions |  |  |  |
| Total Score | | |  |