# **Appendix 1**

**Appendix 1 Interview Assessment Record**

|  |
| --- |
| **Interview Panel Details** |
| **Name** | **Designation**  | **Signature**  | **Safer recruitment trained (Yes/No)** |
|  |  |  |  |
|  |  |  |  |

**Applicant Name:**

**Post applied for:**

**Section/Team:**

**Interview Date**:

|  |  |
| --- | --- |
| **Score**  | **Description**  |
| **1** | Competency not demonstrated - No positive evidence of the competency  |
| **2** | Minimal demonstration - Limited positive evidence of the competency |
| **3** | Acceptable demonstration – adequate positive evidence positive evidence of the competency  |
| **4** | Good demonstration – substantial positive evidence of the competency  |
| **5** | Strong demonstration – substantial positive evidence of the competency that includes some evidence of exceeding expectations |
| **6** | Outstanding demonstration – evidence provided exceeds expectations at this level  |

|  |  |  |
| --- | --- | --- |
| **Question (needs to align with a competency on the person specification)** | **Candidate Answer**  | **Score**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **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 i.e. details of any further checking required.**  |
|  |  |  |

**For additional assessments:**

|  |  |  |
| --- | --- | --- |
| **Assessment type**  | **Comments on the Candidates performance**  | **Score**  |
|  |  |  |