# **Appendix 1**

**Appendix 1 Interview Assessment Record**

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| **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 |

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