**INTERVIEW FEEDBACK AND SCORING SHEET**

**For Roles Grade 17 & Below**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** |  | | |
| **Interview Date** |  | | |
| **Candidate Name** |  | | |
| **Panel Member Name** |  | | |
| **Candidate’s Score** | **Presentation & Technical** | **Values** | **Overall** |
|  |  |  |

**Scoring Guidance**

Presentation & Technical Questions

Panel members should score each candidate on a scale of 1-5 on the following basis:

|  |  |  |
| --- | --- | --- |
| **Score** | **Justification** | **Notes** |
| **1** | **No answer/poor performance** | Answer was not relevant to the question, inadequate or lacks any content |
| **2** | **Insufficient answer** | Response had some relevance but was rather superficial and did not show any depth of understanding |
| **3** | **Adequate answer** | Response was relevant to the question and demonstrated some understanding |
| **4** | **Good answer** | Response demonstrated good understanding and knowledge |
| **5** | **Excellent Answer** | A full and detailed answer which demonstrates an in-depth knowledge and understanding of the subject |

Values Questions

Panel members should score each candidate on a scale of 1-5 on the following basis:

|  |  |  |
| --- | --- | --- |
| **Score** | **Justification** | **Notes** |
| **1** | **No answer/poor performance** | Answer was not relevant to the question, inadequate or lacks any positive traits. |
| **2** | **Insufficient answer** | Response had some relevance to the question but demonstrated more negative traits than positive indicators. |
| **3** | **Adequate answer** | Response was relevant to the question and demonstrated an equal mix of positive and negative traits. |
| **4** | **Good answer** | Response was relevant to the question and demonstrated mostly positive traits with some negative indicators. |
| **5** | **Excellent Answer** | Response was relevant to the question and demonstrated all positive traits |

**Candidate Scoring**

|  |  |  |
| --- | --- | --- |
| **Presentation** | | |
|  | **Notes** | **Score** |
| **Presentation** |  |  |
| **Technical Questions** | | |
|  | **Notes** | **Score** |
| **Question 1** |  |  |
| **Question 2** |  |  |
| **Question 3** |  |  |
| **Question 4** |  |  |
| **Question 5** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Values Questions** | | | |
| **Value** | **Question** | **Notes** | **Score** |
| **Choose value from guidance & put value name here** | **Question 1**  Paste the relevant value question here from the guidance |  |  |
| **Choose value from guidance & put value name here** | **Question 2**  Paste the relevant value question here |  |  |
| **Choose value from guidance & put value name here** | **Question 3**  Paste the relevant value question here |  |  |

|  |  |
| --- | --- |
| **Closing Questions** | |
|  | **Notes** |
| **What’s your current notice period?** |  |
| **Do you have any pre-booked annual leave coming up?** |  |
| **Is there anything else you would like to say in support of your application? Or do you have any questions for the panel?** |  |

**Additional Comments**

|  |
| --- |
|  |