Position Title:

Position Title

Portfolio/Research Area

Full/Part Time at X.XFTE

Interview Evaluation Guide

***Name Surname***

|  |  |  |
| --- | --- | --- |
| **Date and Time of Interview** | Day, DD Month YYYY  | XX:00 a/pm |
| **Role** |  |
| **Candidate Name** |  |
| **Evaluation completed by (please tick)** | o PANEL 1 NAME | o PANEL 2 NAME |
| o PANEL 3 NAME | o PANEL 4 NAME |
| o PANEL 5 NAME | o PANEL 6 NAME |
| **Appointment Panel** |
| PANEL 1 NAME (CHAIR)PANEL 2 NAMEPANEL 3 NAMEPANEL 4 NAMEPANEL 5 NAMEPANEL 6 NAME | PANEL 1 TITLEPANEL 2 TITLEPANEL 3 TITLEPANEL 4 TITLEPANEL 5 NAMEPANEL 6 NAME |
| **Open the interview** |
| * Greet the candidate and thank them for their time
* Introduce the Interview Panel – names and positions and confirm the position
* Explain the intention of the interview and what you hope to achieve by meeting with the candidate:
	+ To provide them with a better understanding of the position
	+ To understand the candidates background
	+ To obtain information on the candidate’s skills and previous experience relating to job success; explain the questions will be asking for specific examples and on-the-job experiences
* Explain the format of the interview:
	+ Time allocated (half an hour)
	+ Background questions
	+ Behavioural questions
	+ Technical questions
	+ Time for questions from the candidate at the end
	+ Next steps (ref checking, timeframe)
* Provide an overview of the position, including location and any special requirements
* Inform the candidate you will be taking notes throughout the interview
 |
| **Conduct the interview**  |
| * Listen for “STAR” responses and clarify what the candidate did (“I did” not “I would”, “we did”, “we would”) – **S**ituation/**T**ask, **A**ction taken and the **R**esult
* Use probing questions to clarify and gain additional information while taking notes
* Record what the candidate says, do not evaluate responses during the interview
* Ensure you have completed detailed notes of the applicant responses, and completed your assessment pages
 |

|  |
| --- |
| **QUESTION 1:**  |
| Type question here…  |
| *Response (Notes):* |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **QUESTION 2:**  |
| Type question here… |
| *Response (Notes):* |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **QUESTION 3:**  |
| Type question here… |
| *Response (Notes):* |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **QUESTION 4:**  |
| Type question here… |
| *Response (Notes):* |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **QUESTION 5:**  |
|  |
| *Response (Notes):* |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **QUESTION 6:**  |
| Type question here… |
| *Response (Notes):* |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **QUESTION 7:**  |
| Type question here… |
| *Response (Notes):* |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **QUESTION 8:**  |
| Type question here… |
| *Response (Notes):* |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **ADDITIONAL QUESTIONS – IF REQUIRED** |
|  |
| *Response (Notes):* |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **CLOSING THE INTERVIEW** |
| Ask the candidate if they are still interested in the opportunity.Ask the candidate if they have any planned leave within the next 6 monthsAsk the candidate if they have any questions.Ask Candidate preferred working times and days (If part time)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  |  |  |  |  |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  |  |  |  |  |

 |
| **Confirm next steps:****Application Outcome Timeframe:**Advise expected timeframe for a decision/manner of communication of progress and outcome. **Reference checking:** Confirm that you have the candidates current referee details and ensure one of the referees is the candidate’s current manager. Internal candidates require minimum one reference, this reference is to be the current manager. Seek permission to contact their line Manager.**[Complete only if not already submitted]**Current manager (Name and contact number)Ask for an additional referee (Name and contact number), if required. (Line Manager previous to current line manager is preferred). |
| Check if there is anything further the candidate wishes the panel to consider.Thank the candidate for their time.  |

|  |
| --- |
| **COMPETENCY RATING SCALE** |

|  |  |
| --- | --- |
| **Level** | **Description** |
| Good | Demonstrated strong evidence with an overwhelming balance of significant and persuasive positive information (with maybe a few minor negatives) |
| Acceptable | Demonstrated a satisfactory amount of positive evidence which outweighs any negatives also noted during the interview |
| Marginal | Demonstrated a weak amount of positive evidence **OR** the balance of the evidence was negative even though there was positive evidence displayed |
| Poor | There was a significant lack of positive evidence **OR** considerable evidence of weakness demonstrated in the interview |
| No evidence | The interview did not provide any evidence to support a rating on this competency |

|  |
| --- |
| **Candidate Communication (OBSERVATION)**Clearly conveying information and ideas in a manner that engages the audience and helps them understand and retain the message**Key Observations**Yes No\_\_\_ \_\_\_ Organises the communication\_\_\_ \_\_\_ Maintains audience attention\_\_\_ \_\_\_ Adjusts to the audience\_\_\_ \_\_\_ Ensures understanding\_\_\_ \_\_\_ Adheres to accepted conventions\_\_\_ \_\_\_ Comprehends communication from others |
| *Response (Notes):*  |
| *Please circle* ***capability requirement*** *rating* | ***Does Not Meet*** | ***Partially Meets*** | ***Meets*** |

|  |
| --- |
| **Individual Candidate Evaluation – to be completed by each panel member** |
| **Panel Member decision:** *Appointable Not Appointable* (Please circle) |
| **Not Appointable:** *Provide reasons that relate to the capability requirements criteria for this position –* *limitations, weaknesses, or areas for development. For a Redeployee, consider if a 6-month trial may overcome deficiencies. If not, why not?* |
| **Appointable:** *Provide reasons that relate to the capability requirements for this position – such as meets all* *qualifications and essential capability requirements. Highlight any development areas so that this can be noted for future development in the role.* |