APPENDIX 2J – EMPLOYERS’ HANDBOOK *(Remove comments in red)*

**FIRST INTERVIEW REPORT FORM SUMMARY FOR THE POSITION OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CANDIDATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF INTERVIEW: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INTERVIEWERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHAIRPERSON TO COMPLETE**

TIME INTERVIEW STARTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME INTERVIEW FINISHED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Rating scale (where marks are out of 10)*

*1-2 Not acceptable 3-4 Poor 5-6 Fair 7-8 Good 9-10 Excellent*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria / Area of competence** | **Evidence** | **Marks available** | **Marks awarded** | **Agreed mark** |
| *Note: criteria assessable at interview should be transferred from the person specification for this particular role into the rows below.*  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total marks** |  |  |  |  |

|  |
| --- |
| **Recommendation**  |
| **Availability**: |
| **Summary of interview:**  |
| Signed: Print name: |