

Interview Scoring Grid	
Job Title:	
Date of Interviews:	
Candidate:	

- Each member of the panel should make notes (on a separate sheet) and score each candidate. Scores should then be added up and used when making a decision.
- The panel should also decide which questions will be asked by each member of the panel.

Scoring – candidates answers should be scored as follows:

0	No answer given or answer completely irrelevant. No examples given.	2	Some points covered, not all relevant. Some examples given.	4	Good answer. Relevant information. All or most points covered. Good examples.
1	A few good points but main issues missing. No examples/irrelevant examples given	3	Some points covered. Relevant information given. Some examples given.	5	Perfect answer. All points addressed. All points relevant. Good examples.

Weighting – questions can be weighted **1 (low importance)** or **2 (high importance)** to reflect their overall importance to the position.

The Interview

Introductions

Person specification criteria	Related question(s)	Weight (1-2)	Score (0-5)	Total

Total score (questions)				

Person specification criteria	Assessment test(s)	Weight (1-2)	Score (0-5)	Total
Total score (tests)				

- How much notice do they have to give?
- When can they start?
- Holiday?

Now give the candidate an opportunity to ask any questions that they might have and answer them.

Ending the interview:

- Thank the candidate for attending the interview.

- Let them know what happens next i.e. when you will be making your decision and how you will be letting them know the results (candidates who have attended the interview should be made aware of your decision either way).