

Interview and skills test: Candidate scoring sheet

Candidate name:

Date:

Position:

Scoring – Candidates answers should be scored as follows:

0	No answers or completely irrelevant answers received. Provided examples.	2	Covered some points, although not all were relevant. Provided few examples.	4	Gave good answers with relevant information. Covered most or all points. Good examples.
1	Made a few good points, but missed main issues. Gave irrelevant examples or none at all.	3	Covered some points with relevant information. Mixed quality of examples.	5	Perfect answer. Addressed all points with perfect relevance. Gave excellent examples.

Weighting – Questions are weighted (1 low importance), 2 (moderate importance) or 3 (high importance) to reflect their overall importance to the position.

The interview

Person specification criteria	Question(s)	Weight (1-3)	Score (0-5)	Total
Total score				

Interview and skills test: Candidate scoring sheet

The skills test

Person specification criteria	Skills test(s)	Weight (1-3)	Score (0-5)	Total
Total score				

How much notice did they have to give?

When can they start?