Unit 2: The recruitment process

Example interview assessment form

IMPORTANT: Do not pose hypothetical questions, ask for real examples

Questions	Indicators	Evidence	Scoring (1-4)
Tell me about a time when….	Good evidence (positive indicators) • *Record example* • *Record example* • *Record example* Areas of concern (negative indicators) • *Record example* • *Record example* • *Record example*		
Give me an example of…..	Good evidence (positive indicators) • *Record example* • *Record example* • *Record example* Areas of concern (negative indicators) • *Record example* • *Record example* • *Record example*		
Explain to us why you want….	Good evidence (positive indicators) • *Record example* • *Record example* • *Record example*		

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	Areas of concern (negative indicators) • *Record example* • *Record example* • *Record example*		

Interviews - Scoring Criteria

1. Little or no evidence - Answer lacked depth and had little or no understanding towards question; candidate did not give relevant and/or succinct answers to any necessary follow up questions.

2. Some evidence - Answer occasionally had relevant aspects and demonstrated some clarity into towards question; candidate answered with limited knowledge and understanding.

3. Strong evidence - Answer had regular aspects of clarity which were reinforced by some experiences of topic or theme; candidate generally answered question well and showed knowledge and understanding.

4. Outstanding Evidence - Answer was interesting and regularly demonstrated excellent knowledge, which was reinforced by viable and sustainable actions. They regularly showed outstanding knowledge towards the content of the question; candidate also answered question with relevant depth and was able to use specific examples from either experience(s) or understanding.

NGA Learning Link