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| Applicant Interview Scoring Matrix |

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| PART A | | | | | | | | |
| HUMAN RESOURCES ADVISOR | | | | | | | | |
| Job Ref Number: |  | Job Title: |  | Department: | |  | | |
| Applicant Name: |  | | | Date: |  | | Interview Time: |  |

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| PART B |
| **Key to Score**  **0=Fails to meet/ Unable to evidence 1=Partially meet requirements 2=Meets requirement (borderline) 3=Meets requirement fully 4=Exceptional\***  **\*It is not anticipated that this “score” should be used as a matter of course.** |

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| PART C |
| **Interview Assessment – Candidate Information** |
| **Please give each candidate a mark reflecting how well they are able to evidence that they meet the criteria according to the marking scheme detailed in PART B.** |

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| **Criteria Number** | **Question Asked** | **Expected Response** | **Candidate Response** | **Score** |
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| **Criteria Number** | **Question Asked** | **Expected Response** | **Candidate Response** | **Score** |
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| **Criteria Number** | **Question Asked** | **Expected Response** | **Candidate Response** | **Score** |
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| **Criteria Number** | **Question Asked** | **Expected Response** | **Candidate Response** | **Score** |
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| **Criteria Number** | **Question Asked** | **Expected Response** | **Candidate Response** | **Score** |
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| Additional comments: Please make any additional comments regarding this candidate which you feel relevant to the application. | |
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| Total Interview Score: |  |

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| Panel Member Name: |  | Panel Member Signature: |  |