Blank Interview Template

Each question is marked out of 4, there are two questions for each competency. The total score is out of 32.

1	2	3	4
Does not meet job requirements	Partially meets – some gaps	Meets requirements	Exceeds requirements

Date of interview & job title	
Interview panel	
Candidate name	

Explain to candidate:

- Introductions and interviewer roles - build rapport to put candidate at ease

- Timings of interview – 45 minutes

- Format of interview - competency based interview questions: we are therefore looking for the candidate to provide examples which may come from their education/studies, work experience and/or personal interests and hobbies, encourage candidates to provide as much information as they can and to be specific about what they did and how they did it in their examples

Competency	Answer	Positive indicator
		Score:
		Score:

Competency	Answer	Positive indicator
		Score:
		Score:

Competency	Answer	Positive indicator
		Score:
		Score:

Competency	Answer	Positive indicator
		Score:
		Score:

Total Score: / 32