

Interview Assessment Pro-forma

Guidelines for Use of Interview Assessment Forms

Weighted System for Interview Marking

First decide:

- criteria to be marked, and
- total marks available (eg, 100), and
- how they should be allocated to each criterion

It is suggested that the total marks available should be 100 and marks should be allocated or weighted to the factors (key areas) considered the most important in terms of ability to carry out the job effectively.

If, for example, relevant experience, special aptitudes, knowledge of a particular subject, use of equipment and communication skills are considered equally important then it is likely that these criteria will command 25 available marks each. Other key criteria considered less important will be allowed 5-15 available marks.

The following assessment sheet should be available for completion at interview by each member of the interview panel.

The following guidelines should apply:

- use a standard form;
- identify key areas;
- relate questions to key areas;
- as far as possible record candidates' responses to questions under appropriate headings;
- be objective and consistent.

Sample Interview Assessment Pro-forma

Name of Candidate: _____

Name of Interviewer: _____

	RATINGS		
Criteria	Marks Available	Marks Awarded	Comments
Qualifications/Attainments <i>(specify relevant qualifications etc)</i>			
Relevant Experience & Competencies <i>(detail each and state marks available)</i>			
Skills <i>(detail relevant skills)</i>			
Knowledge <i>(specify knowledge to be demonstrated)</i>			
Other			
Total marks	100		

Signed: _____ Date: _____

