

# CARDIFF COUNCIL - OVERALL INTERVIEW ASSESSMENT FORM

- This form **must** be used to record details of each candidate during all of the assessment stage of the recruitment process, and will provide the basis for a consensus decision when deciding who to recommend for the job concerned.
- All types of assessment including interview questions, application form and any other tests that have been undertaken must be considered. The form is then marked using the key. *The candidate appointed should not always be the one with the most "A"s, but someone who has the **best overall profile** in meeting the criteria.*
- This form must be completed, with a clear recommendation to Appoint or Reject the candidate. You may choose more than one reserve candidate if appropriate. Reasons must also be given and the form signed by the Chair of the Panel and the form returned to **HR People Services, Recruitment Team, Room 470, County Hall (as outlined below)**

<b>Marking Criteria Key</b>	
<b>A</b>	Almost identical to the requirements
<b>B</b>	Meets many of the requirements
<b>C</b>	Meets some of the requirements
<b>D</b>	Little similarity
<b>E</b>	No similarity

<b>Post No &amp; Title:</b>	<b>Interview Date:</b>
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	Additional Task/Test/ Presentation <i>(In line with person specification nor role profile requirements)</i>	Interview Questions <i>(In line with person specification nor role profile requirements)</i>												Appoint/Reject Reserve	Reasons
		1	2	3	4	5	6	7	8	9	10	11	12		
CANDIDATES NAME	(if applicable)														
1.															
2.															
3.															
4.															
5.															
6.															
7.															

<b>Name of Chair of Interview Panel:</b>	<b>Designation:</b>	<b>Date:</b>
<b>Signed Chair of Interview Panel:</b>		