

Interview and Skills Test: Candidate Scoring Sheet

Candidate Name

Date

Position

Scoring - Candidates Answers should be scored as follows:

0	No answers or completely irrelevant answers received. Provided no examples.	2	Covered some points, although not all were relevant. Provided few examples.	4	Gave good answers with relevant information. Covered most or all points. Good examples.
1	Made a few good points, but missed main issues. Gave irrelevant examples or none at all.	3	Covered some points with relevant information. Mixed quality of examples.	5	Perfect answer. Addressed all points with perfect relevance. Gave excellent examples.

Weighting - Questions are weighted **1 (low importance)**, **2 (moderate importance)** or **3 (high importance)** to reflect their overall importance to the position.

The Interview

Person specification criteria	Question(s)	Weight (1-3)	Score (0-5)	Total
Total score				

The Skills Test

Person Specification Criteria	Skills test(s)	Weight (1-3)	Score (0-5)	Total
Total score				

How much notice do they have to give?

When can they start?