

Interview Record Sheet

Job Title:	Community Management Officer
Post Number:	SB058
Candidate Name:	
Interviewer's Name:	
Date of Interview:	

This form is to be completed by the interviewer and used in the wash-up session at the end of the assessment centre to aid the final decision as to which candidate(s), if any, should be offered an appointment/taken through to the next stage of the selection process. The candidate should be assessed against the competencies required for the role. You should grade each section on the form using the scale below:

4	Outstanding	Very strong, showed evidence of a high level of capability and no substantial negative evidence or omissions.
3	Acceptable	Satisfactory, showed more positive evidence of capability than negative evidence
2	Marginal	Showed insufficient evidence of capability
1	Unacceptable	Weak, showed sufficient negative evidence to be judged lacking in the capability

Question 1 Skills Knowledge & Experience & Attitude & Motivation.	Please tell us what knowledge skills and experience you have gained when working with service users/carers who have problems with substance misuse or dementia.
Positive Evidence	<i>Please use the space below to record examples of positive evidence</i>
Negative Evidence	<i>Please use the space below to record examples of negative evidence</i>
Rating	Please circle appropriate rating: 1 2 3 4

Question 2 Skills Knowledge & Experience & Attitude & Motivation.	Please outline the process you would use when assessing a service users needs and how would you devise a support plan to meet those needs ?
Positive Evidence	Please use the space below to record examples of positive evidence

Negative Evidence	Please use the space below to record examples of negative evidence
Rating	Please circle appropriate rating: 1 2 3 4

Question 3 Skills & Knowledge	Please list the reasons why you think it is important to Review a placement regularly
	Please use the space below to record examples of positive evidence
Negative Evidence	Please use the space below to record examples of negative

	evidence
Rating	Please circle appropriate rating: 1 2 3 4

Question 4 Skills & Knowledge.	What are the key issues you would need to be aware of around anti discriminatory practice when undertaking an assessment
Positive Evidence	Please use the space below to record examples of positive evidence
Negative Evidence	Please use the space below to record examples of negative evidence
Rating	Please circle appropriate rating: 1 2 3 4

Question 5 Skills & Knowledge	Why do you think it is important to maintain confidential records and what do you think this involves?
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Positive Evidence	Please use the space below to record examples of positive evidence
Negative Evidence	Please use the space below to record examples of negative evidence
Rating	Please circle appropriate rating: 1 2 3 4

Question 6 Skills & Knowledge	The Team contributes to a Duty system for the Drug and Alcohol Advice Centres. This means you would have to balance your workload according to competing priorities. How would you do this ?
	Please use the space below to record examples of positive evidence

Negative Evidence	Please use the space below to record examples of negative evidence
Rating	Please circle appropriate rating: 1 2 3 4

Question 6 Skills & Knowledge	What keyboard/IT skills do you have and which programmes have you used
	Please use the space below to record examples of positive evidence

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Negative Evidence	Please use the space below to record examples of negative evidence
Rating	Please circle appropriate rating: 1 2 3 4

Question 6 Skills & Knowledge	<p>This work involves transporting service users and visiting them at rehabs in other parts of the country.</p> <p>a) What do you consider are the challenges when working with Service users and providers in this way?</p> <p>b) Can you think of an example where you have overcome one of the challenges and what helped the process?</p>
	Please use the space below to record examples of positive evidence

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Negative Evidence	Please use the space below to record examples of negative evidence
Rating	Please circle appropriate rating: 1 2 3 4

Question 8 Other	Do you have a current full driving licence, or the ability to visit people in their own home or rehabs in order with the requirements of this post?
Positive Evidence	Please use the space below to record examples of positive evidence
Negative Evidence	Please use the space below to record examples of negative evidence
Rating	Please circle appropriate rating: 1 2 3 4

Any General Comments:
Line Manager's Authorisation:

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Recommendation	
Accept <input type="checkbox"/>	Hold <input type="checkbox"/>
Reject <input type="checkbox"/>	
Interviewer's Signature:	
Interviewer's Name:	
Interviewer's Title:	Team Leader / Locality General Manager
Date:	
<p>Please forward the completed interview form to the Recruitment Team ESC: Sovereign House, 2nd Floor 17 Princess Road West, Leicester LE1 6TR centralrecruitment@leicester.gov.uk</p> <p>If a complaint is lodged we may be required to provide these notes as evidence of the way a decision was reached.</p>	

Conditional Offer of Appointment

Have you made a conditional verbal offer to the successful candidate?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no please state reason:		
Offer Candidate's Name:			
Post Title:		Post Number:	
Division:		Section:	
Responsible To:			
Proposed Start Date:		Work Location:	
Grade:			

		Spinal Point:	
Salary:		Number of Hours:	
Per Hour:	£	Cost Centre:	
Working Hours:	Fixed: <input type="checkbox"/>	Flexible: <input type="checkbox"/>	Shift: <input type="checkbox"/> Rota: <input type="checkbox"/>
For non-standard working hours please give details:			
Is the Contract:	Permanent: <input type="checkbox"/>		Fixed Term/Temporary: <input type="checkbox"/> Casual: <input type="checkbox"/>
	Full Time: <input type="checkbox"/>		Part Time: <input type="checkbox"/> Job Share: <input type="checkbox"/> Term Time: <input type="checkbox"/>
If temporary please state:	Length of contract:		Whom is it to cover? If applicable
	End Date:		Reason
Is it a career grade?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a politically restricted post?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any shift allowances?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please state:	
Does the post require car allowance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a Casual or Essential user?	
Pre – Employment Checks:			
References	<input type="checkbox"/> Yes <input type="checkbox"/> No	CRB:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligibility to work in UK	<input type="checkbox"/> Yes <input type="checkbox"/> No	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>
Confirmation of Qualifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medical	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirmation of Professional Registration/Membership	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other please state:	

Is there continuity of service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this an internal or external appointment?	
Subject to satisfactory pre-employment checks:	
I am the cost centre manager and approve the above named candidate to be setup on payroll on the cost code provided.	
Signature:	Position:
Cost Centre Manager's Name:	Telephone number:
Please forward the completed form and all recruitment paperwork to: Recruitment Team ESC: Sovereign House, 2 nd Floor	

Hold Candidates:

Names of Hold candidates suitable for appointment if offer candidate is not appointed:

1st Hold:

2nd Hold:

Names of candidates Rejected after Interview:

Continue on an additional sheet if necessary

Contact details for feedback:

Name:

Contact telephone number:

Employment Checks

As part of the recruitment and selection process you are required to carry out the following checks at interview.

Qualifications	Check the original certificates for any qualifications that are relevant to the post that have been identified on the Person Specification.
Criminal Records Bureau (CRB)	<p>Collect the completed CRB Form from all the candidates.</p> <p>Check the following:</p> <ul style="list-style-type: none"> • The CRB Form has been completed in black ink • Check there is no tippex used on the completed form • Documents are the originals and not photocopies • Documents are acceptable evidence • All previous names

	<ul style="list-style-type: none"> • A full five year address history • Take photocopies of the documents once they have been checked for our records • The Recruiting Manager should completed nos.58 – 68 on the candidates application form. Do not sign no.72 as this is for counter signature in ESC. • Forward all completed CRB application forms to ESC. Unsuccessful candidates forms will be destroyed by ESC.
<p>Eligibility to work in the UK</p>	<p>This will be undertaken by Recruitment.</p> <ul style="list-style-type: none"> • Evidence eligibility to work in the UK for all candidates • Sign and retain a copy of the documentation to confirm that you have witnessed the original documentation <p>For further information please see the Recruitment and Selection Guidelines.</p>
<p>Please forward the completed pack and all applicants paper work to the Recruitment Team ESC:</p> <p>Sovereign House, 2nd Floor 17 Princess Road West, Leicester LE1 6TR centralrecruitment@leicester.gov.uk</p>	