Interview Record Sheet

Job Title:	
Post Number:	
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	Could you describe your DIY skills and experience in completing minor repairs either at home or in a previous role?
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	

Question 2	Would you be willing to undertake further training to enable you to perform this role?
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	

Question 3	What information would do you think needs to be contained within an annual inventory of equipment?
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	

Question 4	What records need to be kept in respect of? a. Water hygiene b. COSHH (Control Of Substances Hazardous to Health) c. Health and Safety d. Fire equipment etc
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	

Question 5	Give an example of how you've worked under your own initiative and prioritised your work
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	

Question 6	This post is a split shift – 06:00 – 10.00 and 14:00 – 18:00 are you able to work these hours
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	

Question 7	New Parks House receives visitors from various backgrounds e.g. cleaners, teachers, teaching assistants, other professionals and of course pupils. How do you feel you communicate with people from different backgrounds and levels?
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	

Question 8	What hand tools are you currently able to operate?
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	

Question 9	You're waiting to lock up but staff are taking a long time to finish and pack up. How would you handle this situation?
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	

Question 9	Are you able to undertake manual handling? E.g. lifting and carrying for example setting up classrooms / meeting rooms?
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	

Question 10	On occasions would you be able to work outside the normal hours of this post e.g. regular evening courses (generally on a Thursday), for Saturday sessions or attend alarm callouts?
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	

Question 11	What do you understand by the Councils' equality policy?
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:

Recommendation	
Interviewer's Signature:	
Interviewer's Name:	
Interviewer's Title:	
Date:	

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

If a complaint is lodged we may be required to provide these notes as evidence of the way a decision was reached.