Interview Scorecard

Permanent Contract

XX hours per week eg 8:15 – 4:45 with a 30 minute lunch break

£XX per hour /annum paid monthly on the last working day of the month in arrears

XX days annual leave for a 12 month period – calculated on a pro-rata basis

Company Background

Position Applied For:		**Interviewed By:**	
Applicant Name:		**Interview date & time:**	

	Question	**Rating (0 -5) See Score Guide Below**	**Comments**
1)			
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SCORE GUIDE:

0 = No answer given

1 = No understanding shown with no knowledge of the competency and a lack of enthusiasm. No examples given.

2 = Some understanding of the competency shown. Limited levels of knowledge and small amount of enthusiasm. Limited or irrelevant examples given.

3 = Adequate understanding shown with acceptable levels of knowledge and enthusiasm. A relevant example given.

4 = Shows full understanding of the question and competencies. Uses relevant examples to demonstrate good knowledge. Shows enthusiasm.

5 = Excellent understanding shown. Demonstrates high level of knowledge and experience by giving several relevant examples. Lots of enthusiasm shown.