

## Template – Interview record form

Use the information you provided in the job description to create the forms you'll use when you conduct interviews with applicants. Include each of the essential and desirable skills and qualifications so that the interviewers can give a score. This will help you to evaluate all of the people interviewed, and judge them against a fair and consistent standard.

### GENERAL INFORMATION

Position		Date	
Applicant's name		Interview time	
Interviewer/s			

### INTERVIEW ASSESSMENT

Selection criteria	Rating 1 - 5 1 = does not meet criterion 3 = meets criterion 5 = exceeds criterion	Comments
Essential		
Desirable		
Total score		
General comments		