**Assessment Record Form**

The Assessment Record Form is designed to highlight the key areas to be assessed during the selection process. Make sure that all the relevant areas have been covered and evidence has been sought for each of the essential role requirements. Each Panel member should complete a form for each candidate. Scores are totalled across the Panel. Where there is a difference of 2 or more between Panellist’s scores, e.g. 1-3, 1-4, 2-4, this should be discussed before the scores are finalised.

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| **JOB TITLE** |  |
| **SCHOOL/DEPARTMENT** |  |
| **DATE OF INTERVIEW** |  |
| **NAME OF CANDIDATE** |  |

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| **OVERALL SCORE** | | |
| **SELECTION** | **SCORE** | **MAX SCORE** |
| INTERVIEW |  | [score] |
| **Total** |  |  |

Minimum appointable score is [score] with no more than two areas with a score of 2.

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| **SUMMARY OF STRENGTHS** | **LIMITATIONS / GAPS** |
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| **Would you consider this**  **applicant for the same role at this**  **School in the future?** | **Yes** |  | **No** |  |
| **Would you consider this**  **applicant for another role at this**  **School in the future?** | **Yes** |  | **No** |  |
| **Would you consider this applicant**  **suitable to be considered for a role at one of our other Schools within the Trust in the future?** | **Yes** |  | **No** |  |

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| **If you answer not to any of the above please explain why?** |
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| **PANEL** | | |
| **No.** | **Name** | **Signature** |
| **1.** | **(Chair)** |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |

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| **SCORING** |
| Record your score against each competence using the following scale:  **Score 4 – Very strong evidence demonstrated - outstanding**  The evidence provided is directly relevant to the role requirements, clearly demonstrates competence, or exceeds expectations.  **Score 3 – Good evidence demonstrated - good**  The evidence provided is relevant to the role requirements, demonstrates competence and meets expectations.  **Score 2 – Some evidence demonstrated – requires improvement**  The evidence provided is relevant to the role requirements, demonstrates partial competence, the candidate may require development in some areas.  **Score 1 – poor, or no evidence provided – special measures**  The evidence provided demonstrates little, or no, competence against the role requirements. |

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| ***PANEL ACTIONS*** |
| *PANEL CHAIR: Introduce yourself to the candidate including a brief overview of your role and how the vacancy is linked.*  *PANEL MEMBERS: Introduce yourself to the candidate including a brief overview of your role and how the vacancy is linked.*  *PANEL CHAIR: Outline the structure of the interview (i.e. questions, test etc) and advise the candidate that they can take breaks.*  *PANEL CHAIR: To advise on any emergency exits, fire alarms if they are and are not due and the location of the facilities.*  *PANEL CHAIR: To offer the candidate water, to check if the room temperature is ok and if they have any questions before they begin.* |

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| **Section 1 – INTERVIEW** | |
| **Question 1)**  Notes / Evidence:  Score / 4 | |
| **Question 2)**  Notes / Evidence:  Score / 4 | |
| **Question 3)**  Notes / Evidence:  Score / 4 | |
| **Question 4)**  Notes / Evidence:  Score / 4 | |
| **Question 5)**  Notes / Evidence:  Score / 4 | |
| **Question 6)**  Notes / Evidence:  Score / 4 | |
| **Question 7)**  Notes / Evidence:  Score / 4 | |
| **Question 8)**  Notes / Evidence:  Score / 4 | |
| **Question 9)**  Notes / Evidence:  Score / 4 | |
| **Question 10)**  Notes / Evidence:  Score / 4 | |
| **Question 11)**  Notes / Evidence:  Score / 4 | |
| **Question 12)**  Notes / Evidence:  Score / 4 | |
| **Question 13)**  Notes / Evidence:  Score / 4 | |
| **GOOD Reach South ‘FIT’**  *Looking for: alignment with Values, self- starter, goes the ‘extra mile’, willing to travel to sites and work as part of a team, keen to develop self, resilient, open to learning, high level of personal awareness, likes a challenge!*  **Question 14)**  Notes / Evidence:  Score / 4 | |
| **OTHER IMPORTANT INFORMATION** | |
| Questions from the candidate? | |
| *PANEL CHAIR: Close interview with an outline of the next steps (i.e. when you expect to communicate the outcome – please consider making the time frame longer to manage expectations just in case there is an unforeseen delay).* | |
| Ask candidate to repeat mobile number: |  |
| Any annual leave booked: |  |

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| *PANEL CHAIR:*   * *Discuss with the panel the candidate’s performance, using the scoring to support your outcome.* * *Telephone both successful and unsuccessful candidates.* |