

# Business Doctors Limited

## INTERVIEW RECORD FORM

### Rating:

**Score 1** - Candidates answer is **poor**, with no specific evidence offered.

**Score 2** - Candidates answer is **vague** with little evidence offered that is relevant to the question

**Score 3** - Candidates answer is **sufficient** with appropriate evidence offered that is directly relevant to the question.

**Score 4** - Candidates answer is **good** with thorough evidence offered that is directly relevant to the question.

**Score 5** - Candidates answer is **excellent** with extensive evidence offered, all of which is directly relevant to the question.

This form should be copied and completed for each candidate.

Post title: \_\_\_\_\_

Area: \_\_\_\_\_

Name of candidate: \_\_\_\_\_

Date of interview: \_\_\_\_\_

You may find it useful to list your criteria in the same order as that detailed in the Person Specification.

| Criteria | Competencies                | Notes | Rating |
|----------|-----------------------------|-------|--------|
| 1        | Presentation and Appearance |       |        |
| 2        | Results and Performance     |       |        |
| 3        | Communication & Influencing |       |        |
| 4        | Customer Service            |       |        |
| 5        | Team Working & Leadership   |       |        |
| 6        | Change                      |       |        |
| 7        | Decision Making             |       |        |
| 8        | Planning & Delegation       |       |        |

**Decision:** Appointment recommended ☐ Not recommended ☐

**Completed by :** \_\_\_\_\_

**Comments:** \_\_\_\_\_