**TEMPLATE INTERVIEW QUESTION SHEET**

Candidates Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewers Initials: \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| ***NO*** | ***QUESTION*** | ***NOTES*** | ***SCORE*** |
|  | 10 minute presentation |  |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |
| 14. |  |  |  |
| 15. |  |  |  |
| 16. | Do you have any questions for us?  Explain to the candidate the next steps in the recruitment process and when you will get back to them |  |  |

Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After the interview please discuss the following and write notes about your conclusion over whether the candidate is appointable

|  |  |
| --- | --- |
| * **C**ompetency - technical and experiential competence in what you need them to do. (This is the overall competency assessed from the above) |  |
| * **C**hemistry - the chemistry to work well and fit in with the rest of the team. (This is not just about being “like” other team members, but about being complimentary in terms of what the candidate can bring to the team) |  |
| * **C**ulture - the ability to fit well within the organisation; an understanding of the mission and core values, including the desire to live them out at work |  |
| **Is candidate to be offered the role? If not, then please explain why for feedback purposes:** | |