

Interview Scoring Template

This template can be used to combine the scores on each selection method and arrive at an overall score for an applicant (use this template for each applicant being assessed)

# Instructions

In the top row enter the applicant’s name, and the key selection criteria (KSC) for assessment. On the left hand side column, enter the selection methods used to assess the KSC. It is important to note that every selection method will assess each KSC, so areas that are not assessed can be blanked out, e.g. the interview may only assess KSC 1 and KSC 4, so the boxes at KSC 2 and KSC 3 should be blanked out to indicate they are not applicable to that particular method.

Enter the scores for each KSC assessed. Combine, then average, across each KSC to create overall score

e.g. (3 + 5) / 2 = 4

Include any comments to explain each of the ratings, citing behavioural examples. Areas for development should be noted, as this will either be useful for delivering feedback to unsuccessful applicants or will provide valuable on-the-job information for successful applicants.

The template below provides examples in italics to assist in completing the template.

Applicant name: *(Leila Hassan)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Selection method** | **KSC 1** | **KSC 2** | **KSC 3** | **KSC 4** | **Comments** |
|  | *e.g.*  *demonstrated understanding of principles and practice of community development* | *e.g.*  *experience of high quality community engagement strategies* | *e.g.*  *relevant tertiary qualification and or experience* | *e.g.*  *community focused* |  |
| *Application form* |  |  | *4/5* |  | *Leila has a relevant background and has the requisite qualifications to perform in this role.* |
| *Interview* |  | *4/5* |  | *4/5* | *Leila demonstrated her understanding of the principles and practice of community development through her response to the relevant behavioural interview questions. She also demonstrated through her responses that she is community focused.* |
| *Ref. Check* | *4/5* | *4/5* |  | *4/5* | *Leila’s referee responses supported scores attained through the other selection methods.* |
| ***Overall Score (average of the KSC scores)*** | ***4/5*** | ***4/5*** | ***4/5*** | ***4/5*** | *Overall, Leila presented as a high calibre candidate who should be seriously considered for this role.* |
| **Development areas** |  |  |  |  | *No significant areas for development arose through the selection process.* |