Interview Scoring record

## Interview panel conduct and guidance

To ensure fairness, transparency, and consistency during the interview process, all panel members are expected to adhere to the following principles:

**1. Consistency of questions** All candidates must be asked the same core questions to ensure a fair and consistent assessment. Panel members are encouraged to probe further where necessary to clarify or deepen responses, applied equitably across all interviews.

**2. Confidentiality** This must be maintained throughout the interview process and after its conclusion. Information shared during interviews must not be disclosed outside the panel.

**3. Scoring and panel discussion** Individual scoring sheets must not be shared or discussed between panel members during the course of interviews. Scoring should be completed independently and discussed only once all interviews have concluded.

**4. Decision-making** In the event of a split decision, the final outcome will be determined by the Chair of the panel, following discussion and consideration of all views.

**5. Candidate feedback** Foreach candidate, feedback will be agreed collectively by the panel at the end of the interview process. The Chair is responsible for delivering this feedback to candidates.

**6. Evidence-based assessment** Panel members must base their assessment solely on evidence presented during the interview. External knowledge or assumptions about a candidate must not influence scoring or decision-making. If a response lacks depth or clarity, panel members should make reasonable efforts to explore the topic further before concluding.

**7. Scoring** Scores must be supported by written notes. Panel members should record their observations and justifications clearly and legibly in ink. These notes form the only permissible evidence for scoring and may be subject to review under data protection legislation.

**8. Selection** The final selection decision will be primarily based on the total score achieved by each candidate across all selection criteria, including interview and any other exercises.

**9. Right to access interview records** Under the Data Protection Act, candidates have the right to request access to their interview records, including scoring sheets. Panel members should ensure that all documentation is accurate, objective, and professionally recorded.

|  |  |
| --- | --- |
| **Scoring** – candidates should be scored as follows:  **3** - Strong evidence  **2** - Good evidence  **1** - Some evidence  **0** - No evidence | **Weighting** - reflects the question’s overall importance to the post:  **3** – Very important  **2** - Important  **1** – Less important |

|  |  |
| --- | --- |
| **Interview details** | |
| Job title | Start date |
| Interviewer name | Date of interview |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interview Questions** | **Evidence** | **Weighting** | **Score** | **Total Score**  (Weighting x Score) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Grand total** | | | |  |

|  |
| --- |
| **Further questions or comments** |

|  |  |
| --- | --- |
| **Summary of scores** | |
| Presentation |  |
| Exercise |  |
| Interview |  |
| **Grand total** |  |

|  |  |
| --- | --- |
| **Signed (interviewer)** | **Date** |

## Further guidance for the end of the interview

At the end of each interview, the Chair should ensure the following steps are taken:

**Outline next steps** Inform the candidate of the next stages in the recruitment process, including:

* When the panel will be making its decision
* How and when the candidate will be notified of the outcome
* Who will be responsible for providing feedback

**Verbal Offers** Any verbal offer of employment constitutes a **contractual agreement**. Therefore, no verbal offers should be made during or immediately following the interview.

**Pre-Employment Checks** All pre-employment checks—including references, right to work verification, and safeguarding requirements (e.g. DBS checks) must be completed **before** an appointment is agreed.