# Interview Assessment form

To ensure equality through your recruitment process

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| Item | Rating | Comments |
| Presentation/punctuality   * On time? * Personal presentation? * Introduction |  |  |
| Communication skills   * Articulate * Confident * Knowledgeable * Interpersonal skills * Addressing the key selection criteria? |  |  |
| Team fit   * Team player? * Collaborator? * Selfish/in it for them? * Values aligned? |  |  |
| Technical skills   * At the required level? Below or above? * Set in their ways/not open to learning? * Can they be taught? |  |  |
| Overall rating   * If not suitable for this role, are they suitable for the talent pool? |  |  |

**Rating Scale**

Poor, Average, Strong, Excellent Or Rate each section on a scale of 1-5