

Individual interview record

This form should be completed for each interviewed candidate, and stored in line with retention guidelines. The information recorded on this form can be used to provide feedback to candidates. Candidates have the right to request access to their interview notes under the Data Protection Act 1998.

Post title Vacancy ref no. Candidate's name

Interviewer Interview date Notice period

Questions (based on person spec and role competencies)	Indicators		Interview notes	Fully met	Partly met	Not met
	Positive	Negative				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Questions (based on person spec and role competencies)	Indicators		Interview notes	Fully met	Partly met	Not met
	Positive	Negative				
9.						
10.						
11.						
12.						

The positive and negative assessment criteria must be developed from the person specification for the role. It is important that all interviewers complete all sections of the form. Use more sheets if necessary.

Tick box if photocopied ID, right-to-work and qualification documents are printed, signed and dated by recruiting manager with vacancy ref no. on the back.