# Interview record form

You can use this form to help you to record information about each applicant during the interview. The information you gather against each criteria for each applicant will help you to assess the applicants and compare their skills and capabilities. This will help you to establish the ‘best fit’ for the advertised position and make a decision that is evidence based when selecting your preferred applicant.

|  |  |  |  |
| --- | --- | --- | --- |
| Position | <insert position> | Date | <insert interview date> |
| Applicant name | <insert applicant’s name> | Interview time | <insert interview time> |
| Interviewer(s) | <insert interviewer’s name(s)> | | |

| Selection criteria | Rating 1 – 5 1 = does not meet criterion 3 = meets criterion 5 = exceeds criterion | Comments |
| --- | --- | --- |
| Essential |  |  |
| <insert essential criteria> | <insert rating> | <insert comments> |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Desirable |  |  |
| <insert essential criteria> |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total score <insert total score> |  |  |
| General comments: | | |
|  | | |
|  | | |