Interview Documentation Guidance

Candidate Interview Assessment Booklet (CIAB)

- Cover Page
  - Candidate Name
  - Candidate Number
  - Time In / Time Out (Chairperson only)
  - Panel Member name

- Interviewers notes
  - Panel Member notes to be recorded in response boxes provided
  - Marks Awarded to be completed
  - Justifications of performance mark to be recorded for each criterion

- Summary
  - Individual panel member mark to be carried forward from Marks Awarded for each criterion
  - Panel agreed mark to be completed for each criterion
  - Total score to be calculated and recorded
  - Minimum Standard reached – appropriate check box to be completed
  - Candidates total mark as agreed by Panel to be completed
  - Difference of + 2 marks – Explanation should be recorded in the summary box
  - Candidate has met requirements – appropriate check box completed
  - Differentiation between candidates – record must be made to show how candidates on the same score were differentiated. A record of this decision should be made in the CIAB's relating to both candidates

Interview Mark Frame

All candidates scheduled for interview must be listed in the appropriate section;

- Suitable for appointment
  - Candidates should be listed in merit order (name, applicant number, Agreed Panel Mark

- Candidates with the same score - should two or more candidates obtain an identical overall performance mark and a differentiation has to be made between those candidates, the reasons justifying the decision must be clearly stated in the 'Justification for Overall Performance Mark' section on the Chairperson's copy of the Candidate Interview Assessment Booklet. When differentiating between candidates numerical data must be used i.e. should 3 candidates achieve a score of 60 – they must be assigned unique scores – such as 60, 60.5 and 60.75 – with 60.75 being the highest score. Panels must not use a, b or c nor should they use 60.1, 60.2, 60.3, for example, to indicate that 60.1 is the top candidate as 60.3 is a higher numerical score.

- Not Suitable for Appointment
  - Candidates should be listed (name, applicant number, Agreed Panel Mark)

- Did Not Attend
  - Applicant Name

- Chairperson comments to be completed if required

- Interview Panel Signatures
  - All Panel Members must sign the Interview Mark Frame
  - Date must be completed