Interview and practical test assessment scoring sheet

* You can use this basic template to create your own interview assessment scoring sheet.
* You can also use it to create your scoring sheet for practical exercises, eg role play, written test, presentation, response to scenario, etc. Note that you need to choose the appropriate assessment method/s for each criteria, for example: a role play cannot be used to assess written skills, but an interview and a role play can both be used to assess verbal skills.
* The grey highlighted text provides prompts and examples you may find useful. To enter your own information, simply delete or type over the grey text.
* When you are ready to do the interview or other assessment, give each assessor a copy of the scoring sheet with the criteria and names of candidates filled in and ask them to do their own scoring before comparing notes with other assessors.

Assessment scoring sheet for interviews and other assessments

Position to be filled: (Position title) Date of assessment: (Insert Date)

Type of assessment: (for example, interview, role play, presentation, etc)

Selection criteria to be assessed:

List in full here and enter a short version in the table. For example:

1. (Example: Well developed spoken communication skills)
2. (Example: Understanding of participant rights)
3. (Example: Knowledge of indicators and methods to support a participant with dysphagia)
4. (Enter additional criteria)
5. (Enter additional criteria)

| Assessment scoring sheet for interviews and other assessments Rating Key: U (Unsatisfactory) G (Good) VG (Very Good) | | | | | | Assessor:  (Insert Assessor Name) |
| --- | --- | --- | --- | --- | --- | --- |
| Candidate name | **Criteria 1 (Example: Comms)** | **Criteria 2 (Example: Participant rights)** | **Criteria 3 (Example: Dysphagia Knowledge)** | **Criteria 4 (Enter additional criteria)** | **Criteria 5 (Enter additional criteria)** | **Notes/ comments** |
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