**Candidate Name …………………………………………………………………………………..**

**Interview date …………………………………………………………………………………..**

**Interviewers …………………………………………………………………………………..**

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| --- | --- |
| **Competency Scoring** | |
| **5** | Exceptionally strong |
| **4** | Strong |
| **3** | Average |
| **2** | Below average |
| **1** | Weak |

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| **Total Candidate Score** |
| Total:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Out of:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |
| --- | --- | --- |
| **Relevant Education/Technical training/Qualifications** | | |
| * [Enter your detailed competencies here] | **1 2 3 4 5** | **Total**  \_\_\_\_\_\_ |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |

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| --- | --- | --- |
| **Previous experience relevant to the role** | | |
| * [Enter your detailed competencies here] | **1 2 3 4 5** | **Total**  \_\_\_\_\_\_ |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |

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| **Leadership** | | |
| * [Enter your detailed competencies here] | **1 2 3 4 5** | **Total**  \_\_\_\_\_\_ |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
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| **Customer orientation** | | |
| * [Enter your detailed competencies here] | **1 2 3 4 5** | **Total**  \_\_\_\_\_\_ |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |

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| **Technical skills / experience (specific to the role in question … e.g. selling, social media, book keeping etc.)** | | |
| * [Enter your detailed competencies here] | **1 2 3 4 5** | **Total**  \_\_\_\_\_\_ |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |

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| **Enthusiasm and preparation for the role** | | |
| * [Enter your detailed competencies here] | **1 2 3 4 5** | **Total**  \_\_\_\_\_\_ |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |

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| **Communication and influencing** | | |
| * [Enter your detailed competencies here] | **1 2 3 4 5** | **Total**  \_\_\_\_\_\_ |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |

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| **Teamwork and problem solving** | | |
| * [Enter your detailed competencies here] | **1 2 3 4 5** | **Total**  \_\_\_\_\_\_ |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |
|  | **1 2 3 4 5** |

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| **Other notes** |