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Score sheet for job interview

A: Clinical experience, knowledge and skills	Notes	Score
Competent to undertake specific procedures and work within direct supervision where appropriate		
Aware of own limitations		
Demonstrates use of evidence based practice		
Decisive, accountable, takes responsibility, shows leadership, makes decisions and exerts appropriate authority		
Has appropriate clinical experience for proposed post		
B: Organisation, Planning and Clinical Risk		
Able to organise own workload and to prioritise clinical need		
Able to work effectively in multi-professional teams		
Demonstrates management awareness and skills		
Flexible, able to change and adapt		
Knowledge of clinical risk management		
C: Academic and teaching		
Shows knowledge of evidence based practice		

CLIENT INTERVIEWING SCORE SHEET

ROUND _____ DATE _____ JUDGE _____ ROOM _____

TEAM 1

Criterion	Comments	Score /10
Working Atmosphere Established effective relationship with the client?		
Description of the Problem Learned how client views his or her situation and problems?		
Client's Goals and Expectations Learned the client's initial goals and expectations?		
Problem Analysis Analysed the Client's problems?		
Moral and Ethical Issues Recognised and dealt with moral and ethical issues?		
Alternative Courses of Action Developed alternative solutions?		
Client's Informed Choice Assisted client in understanding and making informed choices among possible courses of action?		
Effective Conclusion Effectively concluded the interview?		
Teamwork Worked together as a team? Balance of participation?		
Post-Interview Reflection Identified strengths and weaknesses? Learned from their experience?		
Total/100		

TEAM 2

Criterion	Comments	Score /10
Working Atmosphere Established effective relationship with the client?		
Description of the Problem Learned how client views his or her situation and problems?		
Client's Goals and Expectations Learned the client's initial goals and expectations?		
Problem Analysis Analysed the Client's problems?		
Moral and Ethical Issues Recognised and dealt with moral and ethical issues?		

SAMPLE JOB INTERVIEW SCORE SHEET
(to be completed by the interviewer)

Name of Applicant: _____

Position: _____

GENERAL QUESTIONS

#	Questions	Excellent	Good	Average	Below Average	Poor	No Answer	Comments
1	Run us through your key skills and qualifications	5	4	3	2	1	0	
2	Describe why you think you would be fit for this job	5	4	3	2	1	0	
3	Describe your strengths and weaknesses	5	4	3	2	1	0	
4	Describe one mistake you made in your life and what you learned from such mistake	5	4	3	2	1	0	
5	Your biggest accomplishment till date	5	4	3	2	1	0	
6	List some challenges you faced in your work experience and how you resolved such challenges	5	4	3	2	1	0	
7	The thing you liked most in your previous job	5	4	3	2	1	0	
8	The thing you disliked most in your previous job	5	4	3	2	1	0	
9	Reasons for quitting existing/previous job and wanting to take up employment here	5	4	3	2	1	0	
10	What do you expect from your supervisor	5	4	3	2	1	0	
11	Where do you expect yourself to be five / ten years down the lane	5	4	3	2	1	0	
12	When faced with choice of a tight deadline and company policy imposing restrictions, what would you do	5	4	3	2	1	0	
13	Any other question	5	4	3	2	1	0	
14	Any other question	5	4	3	2	1	0	
15	Any other question	5	4	3	2	1	0	
TOTAL (Add up the points)								

SPECIFIC QUESTIONS

#	Questions (insert the specific technical questions in the relevant rows)	Excellent	Good	Average	Below Average	Poor	No Answer	Comments
1	Explain a critical job situation and elicit how the candidate would react	5	4	3	2	1	0	
2	Ask a basic subject question related to the job profile	5	4	3	2	1	0	
3	Ask an advanced subject question related to the job profile	5	4	3	2	1	0	
4		5	4	3	2	1	0	
5		5	4	3	2	1	0	
6		5	4	3	2	1	0	

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