

# Company Name

# Company Logo

## INTERVIEW ASSESSMENT

Refer to the Interview Guide prior to conducting the interview. Ensure that you have prepared at least 2 questions for each attribute. This interview form must be fully completed for every candidate.

### CANDIDATE DETAILS

Name of Candidates:		Position Applied For:	
Qualifications:			
Interview Date:		Interviewer Name & Position:	
Company:			

### ASSESSMENT RATINGS

After the interview, compare the candidate's answer to each question recommended for the apprenticeship role, following the descriptors below. Consider the role requirements and expectations to determine whether the candidate meets the required level of each identified attribute and strength to deliver in the role.

RATINGS	DESCRIPTION
<b>BELOW</b>	Not able to demonstrate with reasonable examples
<b>MEETING</b>	Able to demonstrate with several reasonable examples
<b>EXCEED</b>	Demonstrate many examples with clear context

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**INTERVIEW ASSESSMENT**

<b>ATTRIBUTE (AS DETERMINED BY COMPANIES AND/OR LINE MANAGERS)</b>			
<b>QUESTIONS</b>	<b>BELOW</b>	<b>MEETING</b>	<b>EXCEED REQUIREMENTS</b>
<b>Q1.</b>  <b>Evidences gathered from Candidate:</b>			
<b>Q2.</b>  <b>Evidences gathered from Candidate:</b>			
<b>OVERALL RATING</b>			

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<b>ATTRIBUTE (<i>AS DETERMINED BY COMPANIES AND/OR LINE MANAGERS</i>)</b>			
<b>ITEM</b>	<b>BELOW</b>	<b>MEETING</b>	<b>EXCEED REQUIREMENTS</b>
Q1.   <b>Evidences gathered from Candidate:</b>			

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**INTERVIEW ASSESSMENT**

<p><b>Q2.</b></p> <p>Evidences gathered from Candidate:</p>			
<p><b>OVERALL RATING FOR ACHIEVEMENT</b></p>			

<p><b>ATTRIBUTE (AS DETERMINED BY COMPANIES AND/OR LINE MANAGERS)</b></p>			
<p><b>ITEM</b></p>	<p><b>BELOW</b></p>	<p><b>MEETING</b></p>	<p><b>EXCEED REQUIREMENTS</b></p>

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<p>Q1.</p>    <p>Evidences gathered from Candidate:</p>			
<p>Q2.</p>    <p>Evidences gathered from Candidate:</p>			
<p>OVERALL RATING FOR RELATIONSHIP</p>			
<p>MANDATORY QUESTION: PROFESSIONAL DEVELOPMENT &amp; MOTIVATION</p>			
<p>ITEM</p>	<p>BELOW</p>	<p>MEETING</p>	<p>EXCEED REQUIREMENTS</p>

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**INTERVIEW ASSESSMENT**

<p>1. What is your career aspiration in the next 3-5 years? <i>(Probe: Why is this important for you? What specific actions would you take to achieve your goals?)</i></p>			
<p>2. Why do you want to apply for this position? <i>(Probe: How would this position help you to achieve your goals?)</i></p>			
<p><b>OVERALL RATING FOR PROFESSIONAL DEVELOPMENT &amp; MOTIVATION</b></p>			

**END OF ASSESSMENT**

- Offer candidate opportunity to ask questions
- Outline the next steps. Provide timescales for letting the candidate know the results

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**INTERVIEW ASSESSMENT**

- Close and wrap up

**OVERALL ASSESSMENT AND RECOMMENDATION**

<b>OVERALL RATING</b> <i>(Please ✓)</i>		
<input type="checkbox"/> Below	<input type="checkbox"/> Meeting	<input type="checkbox"/> Exceed Requirements
<b>STRENGTH(S):</b>		
<b>DEVELOPMENT AREA(S):</b>		

**Proceed to Offer:** *(Please ✓)*    YES     NO     KIV

**Name and Signature of Interviewer:**

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**Name:**

**Date:** \_\_\_\_\_