# Civil Service Jobs Interview Evaluation Form

## \*Section 1 – Originator and Candidate Details

|  |  |
| --- | --- |
| \*Originator Details Name:  Email Address:  Contact Number: | \*Candidate and Vacancy Details Name/Application ID:  Vacancy Reference Number: |

The [Civil Service Jobs Privacy Notice](https://www.civilservicejobs.service.gov.uk/csr/index.cgi?pageclass=StandardMessage&display=privacy) sets out how Cabinet Office (CSHR) will use personal data. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

## \*Section 2 – Competences Assessment

|  |
| --- |
| Please Score the candidates using the following scoring guidelines:  1. Not Demonstrated **-** No positive evidence of the competency 2. Minimal Demonstration **-** Limited positive evidence of the competency 3. Moderate Demonstration **-** Moderate positive evidence of the competency 4. Acceptable Demonstration **-** Adequate positive evidence of the competency 5. Good Demonstration **-** Substantial positive evidence of the competency 6. Strong Demonstration **-** Substantial, positive evidence of the competency and includes some evidence of exceeding expectations 7. Outstanding Demonstration **-** Evidence provided wholly exceeds expectation at this level |

### \*Competency 1

|  |  |
| --- | --- |
| Competency Title: | Score (1-7): |
| Comments: | |

### Competency 2

|  |  |
| --- | --- |
| Competency Title: | Score (1-7): |
| Comments: | |

### Competency 3

|  |  |
| --- | --- |
| Competency Title: | Score (1-7): |
| Comments: | |

### Competency 4

|  |  |
| --- | --- |
| Competency Title: | Score (1-7): |
| Comments: | |

### Competency 5

|  |  |
| --- | --- |
| Competency Title: | Score (1-7): |
| Comments: | |

### Competency 6

|  |  |
| --- | --- |
| Competency Title: | Score (1-7): |
| Comments: | |

### Competency 7

|  |  |
| --- | --- |
| Competency Title: | Score (1-7): |
| Comments: | |

### Competency 8

|  |  |
| --- | --- |
| Competency Title: | Score (1-7): |
| Comments: | |

## Section 3 – Additional Assessments

### Additional Assessment 1 (i.e. presentation, e-tray exercise)

|  |  |  |
| --- | --- | --- |
| Applicable | Not Applicable | Score (1-7): |
| Comments: | | |

### Additional Assessment 1 (i.e. presentation, e-tray exercise)

|  |  |  |
| --- | --- | --- |
| Applicable | Not Applicable | Score (1-7): |
| Comments: | | |

## \*Section 4 – Results/Outcome

### \*Overall Rating (please select one rating)

|  |  |  |  |
| --- | --- | --- | --- |
| Outstanding Demonstration | Strong Demonstration | Good Demonstration | Acceptable Demonstration |
| Moderate Demonstration | Minimal Demonstration | Not Demonstrated |  |

### \*Outcome (please select one outcome)

|  |  |  |
| --- | --- | --- |
| Hold | Unsuccessful | Make Offer |

## Section 5 – General Comments on Overall Performance

|  |
| --- |
| Comments: |

## \*Section 6 – Declaration

By submitting this form you are agreeing to and accepting that you have no conflict of interest with this applicant and the evaluation reflects the views of all the Selection Panel members.

I, the originator of this form, agree to the above declaration

## \*Section 7 – What to do next

Please upload the content of this form onto the CS Jobs system. When you have uploaded all evaluations please inform your recruitment/resourcing department.

## Guidance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \*Section 1 – Originator and Candidate Details | |  | \*Section 2 – Competences Assessment | |
| \*Originator Details |  | Competencies | You should assess the applicant against the competencies (maximum of 8) within your advert.  You should mark these in the order they appeared in the advert.  You should state the competences being assessed.  You should assess candidates using the following scoring guidelines:   1. Not Demonstrated **-** No positive evidence of the competency 2. Minimal Demonstration **-** Limited positive evidence of the competency 3. Moderate Demonstration **-** Moderate positive evidence of the competency 4. Acceptable Demonstration **-** Adequate positive evidence of the competency 5. Good Demonstration **-** Substantial positive evidence of the competency 6. Strong Demonstration **-** Substantial, positive evidence of the competency and includes some evidence of exceeding expectations 7. Outstanding Demonstration **-** Evidence provided wholly exceeds expectation at this level |
| \*Name | Enter the originator’s full name. |
| \*Email Address | Enter the originator’s email address. |
| \*Contact Number | Enter the originator’s contact number. |
| \*Candidate and Vacancy Details | |
| \*Name/App ID | Enter candidate’s name of application ID. |
| \*Vacancy Reference Number | Enter the vacancies reference number. |
| Section 3 - Additional Assessment | |  | \*Section 4 – Result/Outcome | |
| Additional Assessment | If you have used an additional assessment method (i.e. presentation, e-tray exercise) you must provide a score using the 1-7 scoring method which is outlined on page 1. Enter comments for the cadidate relating to their additional assessment. | \*Overall Rating | Include and overall rating based on the candidate’s overall performance. |
| \*Outcome | You must state whether the individual will be hold, unsuccessful or make an offer. |
| Section 5 – General Comments on Overall Performance | |  | \*Section 6 – Declaration | |
| Comments | Enter comments for the candidate relating to their overall performance. | You must read and confirm the declaration. The declaration confirms that you agree to and accept that you have no conflict of interest with this applicant and that the evaluation reflects the views of all the Selection Panel members. | |
| \*Section 7 – What to do next | |  | Further information All fields marked with a ‘\*’ are mandatory.  All comments and scores can be viewed by the candidate if they are uploaded onto the CS Jobs system. | |
| The next step for you is to upload the content of this form onto the CS Jobs system. Please contact your recruitment team when all evaluations are uploaded to progress with the recruitment process. | |