# CS Jobs Interview/Assessment Evaluation Form – for use with Success Profiles

*Complete the Behaviours, Technical Skills, Experience and Strengths sections relevant to your vacancy*

## \*Section 1 – About you and your candidate

|  |  |  |
| --- | --- | --- |
| \*Your details Name:  Email Address:  Contact Number: | \*Candidate and Vacancy Details Name/Application ID:  Vacancy Reference Number: | |
| Please score the candidates using the following scoring guidelines:  1. Not Demonstrated **-** No positive evidence provided 2. Minimal Demonstration **-** Limited positive evidence provided 3. Moderate Demonstration **-** Moderate positive evidence provided 4. Acceptable Demonstration **-** Adequate positive evidence provided 5. Good Demonstration **-** Substantial positive evidence provided 6. Strong Demonstration **-** Substantial, positive evidence provided including some evidence of exceeding expectations 7. Outstanding Demonstration **-** Evidence provided wholly exceeds expectation at this level | |

## Section 2 – Behaviours assessment

### Behaviour 1

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

### Behaviour 2

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

### Behaviour 3

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

### Behaviour 4

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

### Behaviour 5

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

### Behaviour 6

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

### Behaviour 7

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

### Behaviour 8

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

## Section 3 – Technical skills assessment

### Technical skill 1

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |
| Comments: | |

### Technical skill 2

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |
| Comments: | |

### Technical skill 3

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |
| Comments: | |

### Technical skill 4

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |
| Comments: | |

### Technical skill 5

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |
| Comments: | |

### Technical skill 6

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |
| Comments: | |

### Technical skill 7

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |
| Comments: | |

### Technical skill 8

|  |  |
| --- | --- |
| Technical skill title: | Score (1-7): |
| Comments: | |

## Section 4 – Experience assessment

|  |
| --- |
| Score: |
| Comments: | |

## Section 5 – Strengths assessment

*We recommend that Strengths are scored on a 1-4 scale for each strength. The overall total should be entered, along with a description of what has been assessed.*

|  |
| --- |
| Score: |
| Comments: | |

## Section 6 – 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 7 – Overall score

### \*Overall score

Score:

## \*Section 8 – 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 |

### If ‘Hold’, their position in your order of merit

Position:

## \*Section 9 – General comments on overall performance

|  |
| --- |
| Comments: |

## \*Section 10 – Declaration

By submitting this form you are agreeing to and accepting that you have no conflict of interest in reference to this candidate and that the evaluation reflects the views of all the selection panel members.

I understand that

* I need to keep all notes that relate to this decision for a 2 year period, if the vacancy is advertised externally.
* This information will be made visible to the candidate.

I agree

## Section 11 – What to do next

Make sure that all the fields marked with an asterisk \* are complete.

Enter the information from this form onto Civil Service Jobs.