

Template interview and questions

Interview Panelist	
Candidate	

Scoring

- 1** **Poor answer with few or poor examples**
- 2** **Good answer with limited examples**
- 3** **Very good answer with positive examples**

Panelist	Question	Panelist notes	Score 1-3
Panel chairperson	Welcomes and Introductions to the panel and that everyone will ask questions with opportunity to follow up and let them know that there will be an opportunity for asking questions of the panel at the end.		-----
	What was it about this particular post and the nature of this post that attracted you?	/3
	What would you say are the core qualities needed to be a (details of job)	/3
	What specific <u>skills and experience can you</u> bring to <u>this role?</u> Can you give us some examples	/3

	What areas of the post would you find a challenge and how would you go about working on these?	/3
	Can you talk us through an example of how you dealt with (an example or two related to the job)	/3
	If you were our successful applicant, how would you ensure that your work reflected our distinct ethos?	/3
	What support might you need from us to help you?	/3
	How do you maintain excellent customer service/parish relationships in situations of (example)		-----/3
	<p>For roles including working with children or vulnerable adults:</p> <p>What experience have you of working with children /vulnerable adults?</p> <p>What did you enjoy about those experiences/what were the challenges?</p> <p>Can you give some examples of how you would provide kind, consistent and safe care?</p> <p>Can you describe how you would respect the background and culture of children / adults experiencing, or at risk of abuse or neglect with whom</p>		

	<p>you would volunteer?</p> <p>How would you treat all children / adults experiencing, or at risk of abuse or neglect as individuals with equal concern?</p> <p>Do you know of any reason why you should not be working with children or adults experiencing, or at risk of abuse or neglect? Are there any police or employment matters outstanding which could affect your ability to volunteer?</p>		
	<p>How do you maintain your own professional development?</p>		<p>-----/3</p>
	<p>Do you have any other questions for us?</p>		

Total score

<p>Overall comments and feedback</p>

Interview feedback

Decision
Yes
Yes possibly
No

Comments to feedback to the individual
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Please do not take this form home with you, return it to the person Chairing the interview panel.