APPENDIX 2I – EMPLOYERS’ HANDBOOK *(Remove comments in red and insert details for position in areas highlighted in grey)*

**RECORD OF INTERVIEW**

**POSITION TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time Interview Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Interview Finished: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rating scale *(where marks are out of 10)*

1-2 Not acceptable 3-4 Poor 5-6 Fair 7-8 Good 9-10 Excellent

|  |
| --- |
| **CRITERION 1 – *Insert Criterion*****SCORE** |
| **CRITERION 2 – *Insert Criterion*****SCORE** |
| **CRITERION 3 – *Insert Criterion*****SCORE** |
| **CRITERION 4 – *Insert Criterion*****SCORE** |
| **CRITERION 5 – *Insert Criterion*****SCORE** |
| **CRITERION 6 – *Insert Criterion*****SCORE** |
| **Panel member’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Panel member’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |