



The
University
Of
Sheffield.

Human
Resources.

Interview Record Form

Department: _____

Job title: _____

Job reference no: _____ Date of interview: _____

Name of candidate: _____

Name of panel member: _____

Interview questions

NB: each interview question should be based on the criteria included in the Person Specification for the job, and subsequently used for shortlisting.

Interview question	Essential/ Desirable	Met? Met: <input type="checkbox"/> Partly met: <input type="checkbox"/> Not met: <input type="checkbox"/> Met: <input type="checkbox"/> Partly met: <input type="checkbox"/> Not met: <input type="checkbox"/>	Comments
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Insert additional rows as required.

Proof of professional registration and qualifications seen? Yes/No/Not applicable

Further details: _____

Additional comments: _____

Note for recruiting managers

1. Completing this form for all interviewees will help you provide constructive feedback.
2. To ensure that the University of Sheffield may meet its obligations under the Data Protection Act 1998, this form must be retained in confidence by the recruiting department and destroyed 6 months after the interview is held. **If you receive a request to view interview notes by an interviewee contact your customary HR Adviser before responding.**
3. Further information is available at: <http://www.shef.ac.uk/hr/policies/recruitment>