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|  | APPENDIX 7West Lothian Council |

SPECIMEN

**INTERVIEW ASSESSMENT SHEET**

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| PLEASE REMEMBER TO COPY QUALIFICATION CERTIFICATE(S) AND ASYLUM DOCUMENTS AS NECESSARY |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service / Area |  | Post Title |  | Grade |  |
| Candidate’s Name |  | Interviewer |  | Interview Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirements (E = Essential D= Desirable | E | D | Criteria Met | Assessment |
|  | Fully | Partially | Not | Evidence to Support Assessment |
| Education / Training / Qualifications |  |  |  |  |  |  |
| Previous Experience (Paid & Voluntary Work) |  |  |  |  |  |  |

DATA LABEL: PROTECT / PRIVATE AND CONFIDENTIAL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirements(E = Essential D= Desirable | E | D | Criteria Met | Assessment |
|  | Fully | Partially | Not | Evidence to Support Assessment |
| Skills/ Abilities / Knowledge |  |  |  |  |  |  |
| Personal Qualities |  |  |  |  |  |  |
| Other Requirements |  |  |  |  |  |  |
| Other Relevant Information (e.g. enhanced Disclosure Scotland check required. Registration with Scottish Social Services Council (SSSC) required) |