

# SAMPLE INTERVIEW BOARD REPORT

## Post Information

Post Title	
Grade	

## Advertising Information

Dates advertised	
Locations advertised	
Closing date	
Number of applicants shortlisted:	

## Selection Committee Information

Chair	
Member	
Member	

An interview board was convened on ----- to interview for the position of -----

The following applicants were invited to interview:

---

---

---

---

The following applicants did not attend:

---

---

---

Following the completion of each interview the Assessment Board discussed the strengths and weaknesses of the candidate, and reached a consensus on the scoring under each selection criteria, which are based on the job requirements. The attached Interview Assessment form outlines the scoring and final results. (A signed copy of the rating system is also attached.)

Based on the assessment of both application and interview performance, the Interview Board believes that the scores accurately reflect the relativities between the candidates. On that basis the Interview Board find the following candidate suitable for the position -----.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_