

Interview Analysis



“Remove any unconscious bias by using the Headway scoring system. Each candidate is rated on desired skills & behaviors...”

Interview Marking Form

Candidate Name

Interviewer

Date

<p>Communicating and Influencing <i>Tailors communication to meet the needs of the audience. Negotiates well and presents information persuasively.</i></p>	1	2	3	4	5
Gather live information					
<p>Desired behaviors</p> <ul style="list-style-type: none"> - Listening well and questions to ensure understanding - Expresses self clearly on one-to-one - Uses appropriate non-verbal's - Handles apposition in an assertive and respectful manner - Uses plain English and correct grammar - Brings about acceptance through discussion and influence 	<p><i>Comments</i></p>				

Strategy & Planning

Strategy, Planning & Organising <i>Manages and prioritises workload. Plans and delivers quality outputs to deadlines.</i>	1	2	3	4	5
Questions <ul style="list-style-type: none"> • How did you prepare for today? • How do you organise your workload? How do you monitor your own progress against objectives? • What restrictions do you work with currently? • What improvements could be made in terms of planning in the area you currently work / last worked? • Tell me about a time when you struggled to meet a deadline. What happened? How did you deal with it? 					
Desired behaviors <ul style="list-style-type: none"> - Prioritises own work on a day-to-day basis - Manage time to meet objectives - Plans for short term using current data and past records - Takes responsibility for own work but knows when to refer up - Works within guidelines and procedures - Ensure plans meet with deadlines and requirement of colleagues and manager 	<i>Comments</i>				

Energy & Drive

Energy and Drive <i>Motivates and encourages through own enthusiasm and commitment. Makes things happen and accepts accountability.</i>	1	2	3	4	5
Desired behaviors <ul style="list-style-type: none"> - Works hard to achieve and exceed personal targets (is motivated) - Is resilient and not deterred by minor setbacks - Demonstrates enthusiasm and is responsive when called upon - Takes opportunities to extend personal knowledge and awareness - Appears energetic and keen to be successful in the role 	<i>Comments</i>				

Collaborative Working

Collaborative Working <i>Works with others in a flexible and supportive way. Builds trust and integrity across the organisation.</i>	1	2	3	4	5
Gather live information also					
<p>Questions</p> <ul style="list-style-type: none"> Tell me about the last time you worked as part of a team (preferable across departments). What did you like about working in the group? What did you dislike? How did you encourage cooperation? Tell me about a time when you had to get people to work together more supportively. What caused the problems? How did the others respond to you? Tell me about your favorite working experience / place to work. Why did you enjoy it so much? 					
<p>Desired behaviors</p> <ul style="list-style-type: none"> - Is a positive and supportive team member - Is approachable and builds rapport in the interview - Is reliable, keeps promises and commitments - Appears honest and trustworthy - Looks for win / win solution - Demonstrates empathy and an understanding of the views of others - Provides a positive external image of the organisation - Positive non-verbals 	<p><i>Comments</i></p>				

Business Focus

<p>Business Focus <i>Keeps abreast of sector developments and the political environment. Is business-minded and concerned with providing a quality service to all customers.</i></p>	1	2	3	4	5
<p>Questions</p> <ul style="list-style-type: none"> • What do you know about, its aims and achievements? • What do you know about • What improvements have you made in previous roles? What would you like to change about your current/last place of work? (quality focus) • What are your current customers? How do you fulfil their needs? 					
<p>Desired behaviors</p> <ul style="list-style-type: none"> - Examples demonstrate a positive customer attitude - Tries to improve the commercial effectiveness of own area - Understands the needs of internal and external customers - Understands and follows Yorkshire Forward policies and procedures relating to own job - Understands own role and services provided by colleagues - Understands personal objectives and how they relate to the 'bigger picture' - Maintains a companywide perspective 	<p><i>Comments</i></p>				

Additional Information

<i>Additional information</i>	<i>Comments</i>
- Willingness to travel (methods use i.e. do they have a car / driving license)	
- Current salary and expected salary	
- Notice period	
- Holidays booked	
- Health issues? Visual or hearing impairment, physical or mental disabilities, epilepsy or other long term illness?	
- Any other relevant information	