The following template is an interview record form. Essentially, this is a form that chambers can use to write in their interview questions, and where each panel member can record the candidate’s response during the interview. Scores should be added at the end of the interview following a discussion between panel members.

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Interview record form

**Remember:** try and use the full rating scale

|  |  |
| --- | --- |
| Candidate |  |
| Role applying for |  |
| Panel member name |  | Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating scale** | **1****Not met** | **2****Partially met** | **3****Fully met** | **4****Exceeds** |

|  |  |  |
| --- | --- | --- |
| **Question** | **Notes** | **Score** |
| Q1Agree in advance which panel member asks which question |  |  |

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|  |  |  |
| --- | --- | --- |
| Q2 |  |  |
| Q3 |  |  |
| Q4 |  |  |
| Q5 |  |  |
| Q6 |  |  |

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|  |  |  |
| --- | --- | --- |
| Q7 |  |  |
| Q8 |  |  |
| Q9 |  |  |
| Q10 | Add more questions as needed |  |

|  |  |  |
| --- | --- | --- |
| Total score | Comments | Decision |
|  |  |  |

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