This template can be used to record your observations for a work sample exercise. Copies of this should be made available to the selection panel for them to record their observations.

Fair Recruitment Guide

**Section 4 / Template 5**

Work sample record form

# Observation form for a presentation/presenting a legal argument/advocacy exercise

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

|  |  |
| --- | --- |
| **Evidence** | **Other/non verbal observations** |
| Write verbatim notes here. | (Record non verbal behavior or other observations hereincluding any start/finish times or periods when the candidate was silent.) |

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# Observation form for a role play exercise

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

|  |  |  |
| --- | --- | --- |
| **Evidence** | **Role player notes** | **Non verbal/ timings** |
| Write verbatim notes here. | (Add occasional prompts or questions that the role player asked the candidate.) | (Record non verbal behavior or other observations here.) |

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**Observation form for a group discussion exercise**

|  |  |  |
| --- | --- | --- |
| **Candidate 1** | **Other/group observations** | **Candidate 2** |
| Write verbatim notes here, including any periods of silence for candidate 1 that you are observing. | (Make short notes here about any key topics raised by others in the group.) | Write verbatim notes here, includingany periods of silence for candidate 2 that you are observing. |

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