This template can be used to help plan feedback to both successful and unsuccessful candidates after their interview or assessment process.

Fair Recruitment Guide

**Section 4 / Template 7**

Effective feedback

|  |  |  |  |
| --- | --- | --- | --- |
| Recruiting panel member | *Write name here.* | Date |  |
| Candidate name | *Write name here.* |
| Job reference: | *Pupillage / Mini-pupillage / Tenancy / Other* |
| Positive evidence | *Insert 2 or 3 things that the candidate did well, in relation to the criteria you were measuring.* |
| Constructive evidence | *Insert 2 or 3 things that the candidate could improve (if relevant), in relation to the criteria you were measuring.* |
| Development suggestions | *Insert one or two developmental suggestions (if relevant).* |
| Candidate reaction | *Write a couple of notes in here after your feedback conversation for future reference.* |

Fair Recruitment Guide: Section 4 | ©2021 The Bar Council 1