

Interview notes

Candidate: _____ Role: _____

Interviewer: _____ Panel role: _____

Date: _____ Format: video call / in person

Recording: no / yes, consent at _____
[mm:ss]

Criteria for this interview: _____
[criterion 1] [criterion 2] [criterion 3]

Q1. _____
[Question, word for word from the guide]

Criterion: _____
[what this question tests]

Follow-ups ready: _____
[1] [2]

S Situation: _____

T Task: _____

A Action (what they did, "I" or "we"): _____

R Result (numbers, outcome): _____

Quote: " _____ "
[exact words]

Timestamp: _____
[mm:ss, if recorded]

Gaps / follow-up asked: _____

Rating (after the interview): 1 2 3 4

Evidence for the rating: _____

Q2.

[Question, word for word from the guide]

Criterion:

[what this question tests]

Follow-ups ready:

[1]

[2]

S Situation:

T Task:

A Action (what they did, "I" or "we"):

R Result (numbers, outcome):

Quote: "

[exact words]

"

Timestamp:

[mm:ss, if recorded]

Gaps / follow-up asked:

Rating (after the interview):

1

2

3

4

Evidence for the rating:

Q3.

[Question, word for word from the guide]

Criterion:

[what this question tests]

Follow-ups ready:

[1]

[2]

S Situation:

T Task:

A Action (what they did, "I" or "we"):

R Result (numbers, outcome):

Quote: "

[exact words]

"

Timestamp:

[mm:ss, if recorded]

Gaps / follow-up asked:

Rating (after the interview):

1 2 3 4

Evidence for the rating:

Q4.

[Question, word for word from the guide]

Criterion:

[what this question tests]

Follow-ups ready:

[1]

[2]

S Situation:

T Task:

A Action (what they did, "I" or "we"):

R Result (numbers, outcome):

Quote: "

[exact words]

"

Timestamp:

[mm:ss, if recorded]

Gaps / follow-up asked:

Rating (after the interview):

1

2

3

4

Evidence for the rating:

Q5.

[Question, word for word from the guide]

Criterion:

[what this question tests]

Follow-ups ready:

[1]

[2]

S Situation:

T Task:

A Action (what they did, "I" or "we"):

R Result (numbers, outcome):

Quote: "

[exact words]

"

Timestamp:

[mm:ss, if recorded]

Gaps / follow-up asked:

Rating (after the interview):

1 2 3 4

Evidence for the rating:

After the interview

Written up on: _____
[date]

Rating by criterion: _____ · _____ · _____
[criterion 1] [criterion 2] [criterion 3]

Give every score a description: what the evidence shows at each rating.

Rating	[criterion 1]: what the evidence shows
1	
2	
3	
4	

Rating	[criterion 2]: what the evidence shows
1	
2	
3	
4	

Rating	[criterion 3]: what the evidence shows
1	
2	
3	
4	