

Informatics Interview Sheet

Candidate Name:

Vacancy Reference Number:

Interview Date:

Interview Location:

Essential Criteria	Exceeds	Meets	Almost	Not Met	Notes/Remarks
1					
2					
3					
4					
5					
6					
7					

Desired Criteria	Exceeds	Meets	Almost	Not Met	Notes/Remarks
1					
2					
3					
4					
5					
6					
7					

Summary:	
Strengths:	Development Needs:
General Summary:	

Offer Checklist:				
Assess the candidate against these questions	Strongly Agree	Agree	Strongly Disagree	Disagree
Fits the job- technically				
Motivated for - the role/University				
Interested in the role				
Can meet all the candidate's needs: hours of work; training and development; career aspirations				

Recommendation: Offer: On Hold Reject: Note:

Completed by: Date:

