

**Rethinking Recruitment for Tourism**

**Interview Assessment Form –**

 **A Template**



**Interview Assessment Form - A Template**

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| --- | --- |
| **Candidate** |  |
| **Position interviewed for** |  |
| **Interviewed by** |  |
| **Date** |  |

**General**

|  |  |
| --- | --- |
| 1. **What attracted you to this role?**
 | **Score out of 5** |
| Notes:  | /5 |

|  |  |
| --- | --- |
| 1. **What do you feel is the most relevant experience on your CV to date?**
 | **Score out of 5** |
| Notes:  | /5 |

**Key competencies**

|  |
| --- |
| **Customer service** |
| 1. **Tell me about a time you delivered exceptional customer service in a previous role?**
 | **Score out of 10** |
| Notes:  | /10 |
| **Ability to handle pressure**  |
| 1. **Every job has its stressors. What was the most stressful aspect of working as a food & beverage assistant? Why? How did you react to this?**
 | **Score out of 10** |
| Notes:  | /10 |
| **Teamwork** |
| 1. **Give me an example of a time when you worked well as part of a team. Explain your contribution to the team and if the team experienced any difficulties.**
 | **Score out of 10** |
| Notes: | /10 |
| **Communication skills**  |
| 1. **Tell me about a situation where there may have been a breakdown in communication at work. How did you handle it?**
 | **Score out of 10** |
| Notes: | /10 |

|  |  |
| --- | --- |
| **Competency**  | **Marking out of 50**  |
| General  | /10 |
| Customer service  | /10 |
| Ability to handle pressure  | /10 |
| Teamwork  | /10 |
| Communication  | /10 |
| **Total**  |  |

**Additional information**

**Is there anything that I haven’t asked you, that you would like to tell us to ensure you get a fair and comprehensive interview?**

**Earliest available start date?**