

**Rethinking Recruitment for Tourism**

**Interview Assessment Form –**

**A Template**



**Interview Assessment Form - A Template**

|  |  |
| --- | --- |
| **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?**