

Notetaking in Interviews

Guidance Note



During the interview



Post-interview



During the interview

- **Scoring sheet**
 - Create a scoring sheet that contains:
 - Your pre-planned questions for the interview
 - Space for you to make note of the candidate's response
 - A section to score the candidate's response out of a pre-set maximum score
- **Separate notes**
 - It may also be useful to keep notes separate to the above form to write down your impression of the candidate and additional notes.
 - However, it is important that your notes are in no way discriminatory, and all notes should be clear and concise.
 - If any business partners cannot be present, summary notes on the candidate can be sent to them, but your additional notes should not be shared.

Post-interview

- **Retention of notes**

- The company will need to establish an appropriate time to retain candidate data and interview notes. A suitable time period is usually considered 12 months after the recruitment process has completed, as this is the time period in which a candidate can take a case related to the recruitment process.

For further information visit

<https://www.dataprotection.ie/en/who-we-are/data-protection-legislation>