Interview Feedback

Feedback on work experience and job interviews helps candidates to learn from the experience, improving their future interviews and raising their awareness of your standards. Not all employers have feedback methods in place, but even brief feedback helps individuals prepare better for the next opportunity, and maintains your reputation for good recruitment practice.

The form below allows for brief or detailed feedback according to your needs and limitations – you can provide feedback against as many or as few areas as you think appropriate. Thank you for assisting your candidates and contributing to fairer, more positive recruitment practices.

To give feedback, put a 'Y' on the best descriptor for the candidate's performance against each general feedback heading, and add any comments in the box on the right. Complete "N/A" if specification criteria is not applicable or add job-specific comment.

Please see a copy of the feedback form below.

Interview Feedback Form

Thank you for attending the interview.

You have not been successful in securing the role, but please find below your interview feedback. All the best for the future.

Candidate Name						**Additional Comments**
Organisation						**(Resize height of cell for longer comments)**
Vacancy title						
Motivation for the Job Candidate demonstrated interest & excitement about the job	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Education/Training Candidate has the required education &/or training	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Relevant Knowledge Candidate has prior related knowledge	Extensive experience	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Teamwork Candidate demonstrated ability to work well in a team, with peers & superiors	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Time Management Candidate demonstrated ability to work independently & efficiently, & manage time	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Analytical Skills Candidate demonstrated ability to work with data, see patterns & trends, & draw conclusions	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Problem Solving Candidate demonstrated ability to create innovative solutions & solve problems	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Interpersonal Skills Candidate demonstrated interpersonal & communication skills to articulate ideas clearly	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Other Skills List any other skill specific to the job:	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Willingness to learn Candidate demonstrated willingness to learn for the role	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Future Personal Development	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	

Candidate demonstrated interest in future personal development						
Answering Questions Candidate's ability to answer situational, competency &/or strengths-based questions	Exceeds requirements	Meets requirements	Partially meet requirements	Doesn't meet requirements	N/A	
Questions for Interviewer Candidate's question(s) for the interviewer	Relevant	Reasonably relevant	Somewhat relevant	Not relevant	N/A	

Optional Section – Meets specific business requirements
Add comments if appropriate

Business Etiquette Candidate's interview conduct e.g. handshake, punctuality etc.	
Alignment of Values Candidate's alignment with organisational values	
Others List any other aspects relevant to the job:	
Overall application	**Add any other comments if applicable**