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.
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.

<table>
<thead>
<tr>
<th>Candidate Name</th>
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<tbody>
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<td>Organisation</td>
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<td>Vacancy title</td>
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<tr>
<td>Motivation for the Job</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<tr>
<td>Candidate demonstrated interest &amp; excitement about the job</td>
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<tr>
<td>Education/Training</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<tr>
<td>Candidate has the required education &amp;/or training</td>
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<tr>
<td>Relevant Knowledge</td>
<td>Extensive experience</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<td>Candidate has prior related knowledge</td>
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<td>Teamwork</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<td>Candidate demonstrated ability to work well in a team, with peers &amp; superiors</td>
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<td>Time Management</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<tr>
<td>Candidate demonstrated ability to work independently &amp; efficiently, &amp; manage time</td>
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<td>Analytical Skills</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<tr>
<td>Candidate demonstrated ability to work with data, see patterns &amp; trends, &amp; draw conclusions</td>
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<td>Problem Solving</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<td>Candidate demonstrated ability to create innovative solutions &amp; solve problems</td>
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<td>Interpersonal Skills</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<td>Candidate demonstrated interpersonal &amp; communication skills to articulate ideas clearly</td>
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<td>Other Skills</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<tr>
<td>List any other skill specific to the job:</td>
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<td>Willingness to learn</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<tr>
<td>Candidate demonstrated willingness to learn for the role</td>
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<td>Future Personal Development</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn't meet requirements</td>
<td>N/A</td>
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<tr>
<td>Candidate demonstrated interest in future personal development</td>
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<tr>
<td><strong>Answering Questions</strong> Candidate’s ability to answer situational, competency &amp;/or strengths-based questions</td>
<td>Exceeds requirements</td>
<td>Meets requirements</td>
<td>Partially meet requirements</td>
<td>Doesn’t meet requirements</td>
<td>N/A</td>
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<tr>
<td><strong>Questions for Interviewer</strong> Candidate’s question(s) for the interviewer</td>
<td>Relevant</td>
<td>Reasonably relevant</td>
<td>Somewhat relevant</td>
<td>Not relevant</td>
<td>N/A</td>
<td></td>
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</tbody>
</table>

**Optional Section – Meets specific business requirements**

*Add comments if appropriate*

<table>
<thead>
<tr>
<th>Business Etiquette Candidate’s interview conduct e.g. handshake, punctuality etc.</th>
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</thead>
<tbody>
<tr>
<td><strong>Alignment of Values</strong> Candidate’s alignment with organisational values</td>
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<td><strong>Others</strong> List any other aspects relevant to the job:</td>
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</tbody>
</table>

**Overall application**

*Add any other comments if applicable*