

Evaluation Criteria

1. You are instructed to evaluate the candidate in accordance with the lists of desired and essential skills and expertise set out above
2. You are instructed to use the questions list (provided separately). It is imperative you ask each question in the same ordered, unbiased way. Use the candidate's responses to determine their skills and experience levels, as well as how good a 'fit' for the role they are
3. To this end, you are expected to do everything you can to learn about your candidate as possible, including giving them the appropriate amount of time necessary to answer questions, using probing questions where further insight into a response is required, or clarifying a question if a candidate requests it, this includes rephrasing the question if necessary (although this should be done without providing any additional information on the original question or scenario)
4. Once the interview has concluded, you should write out any pertinent notes regarding the candidate's responses, as well as the overall impressions you derived from the candidate's demeanour and their appearance, along with any other notable points from your conversation with them
5. In your capacity as an interviewer working on behalf of ABC company you are entrusted to use your own expertise and judgment where applying factors 2, 3 and 4. An unreproachable level of decision making is required where determining the skill and experience levels of each candidate, and you are expected to adhere to the interviewing protocols outlined here when using the discretion we have entrusted you with to make decisions and recommendations that represent the best interests of our organisation as a whole

In your capacity as an interviewer, you are expected to be familiar with the interview question outline (provided in a separate memorandum) and evaluation criteria on which you are required to assess the candidate on, and are expected to take a fair and consistent approach when applying this criteria to each candidate