

INTERVIEW FEEDBACK FORM

One form per interviewer, per candidate. Complete it within 24 hours of the interview.

1. Interview details

Candidate name		Role	
Interviewer		Interview stage	
Date		Interview format	

2. Competency scorecard

Use the same 4–6 competencies for every candidate in this role. That is what makes them comparable and it is your strongest defence against bias. Do not rate a competency you did not test.

Competency	Rating (1–4)	Evidence: what the candidate actually said or did

4 - Strong	Clear evidence, above what the role requires.
3 - Meets	Does what the role needs. No concerns.
2 - Below	Some evidence, but short of the requirement.
1 - Not demonstrated	No evidence seen, or evidence to the contrary.

3. Strengths

What stood out and where? <i>Name the moment, not the impression. "Explained her caching tradeoff without prompting" beats "strong technically".</i>

4. Concerns or gaps

What worried you and is it fixable?

Say whether this is a six-week gap or a six-month one. That single distinction decides most hires.

5. Facts vs. impressions

Separate them. Label them.

Fact: "Gave three examples, all from the same project." Impression: "I think her experience is narrower than the CV suggests." Both belong here. Confusing them is how bias gets laundered into evidence.

6. Recommendation

Force a choice. "Maybe" helps nobody.

☐ Strong hire	☐ Hire	☐ No hire	☐ Hold
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What would change your mind?

The most useful sentence on this form. Example: "I'd flip to a yes if she can show she has led a team through a migration."

7. Suggested next step

Who does what, by when?

A verdict ends a note. A next step ends a decision.

Before you submit — a 20-second check

- Is every rating backed by something the candidate actually said or did?
- Have you written anything you could not evidence?
- Have you written anything you would not want read aloud in a tribunal?
- Is this reaching the hiring team within 24 hours or is it about to sit in your drafts?