

## Record of Interview

**Vacancy:** Outreach and Event Planning Manager

**Name of Candidate:** John Smith

**Interview date/time:** 11 am, 21st January 2019

**Interviewer names(s):** Anne Adams, Ben Brockhurst, Caleb Carrington

**Scoring system:**

**Unacceptable - 0**

**Poor - 1**

**Fair - 2**

**Good - 3**

**Excellent - 4**

| Criteria               | Notes  | Score |
|------------------------|--|-------|
| <b>Communication</b>   | Displayed exceptional verbal communication skills as well as examples of written communication used in previous role (internal newsletters, press releases).                 | 4     |
| <b>Event planning</b>  | Little to no professional experience, limited experience in a voluntary capacity.  | 1     |
| <b>Public speaking</b> | Spoken at several industry events including YorConference 2017 - recording available on website. Keen to move onto bigger stages.  | 3     |
| <b>PR</b>              | Worked closely with local press in previous role (contacts could come in handy here?) but little experience in digital PR/ influencers. Didn't seem interested in this area. | 2     |
| <b>Teamwork</b>        | Struggled to find a recent example of teamwork - said their recent roles were pretty much solitary. Prefer to work alone in most situations.                                 | 1     |
|                        | <b>Total score</b>   | 11    |

**Additional comments:**