FREE PACK · INSIGHTS

Structured interview plan and rating form

A 90-minute interview plan with the opening script, and a rating form to copy for each competency.

1. The plan

Role	Candidate	Interviewer(s)	Date and start time

Time	Section	Questions chosen (two or three per competency)
5 min	Welcome and introduction	Script below. Ice-breaker: "Tell me about the main responsibilities in your current role."
15 min	Competency 1:	
15 min	Competency 2:	
15 min	Competency 3:	
15 min	Competency 4:	
15 min	Competency 5:	
10 min	Anything to add; their questions; next steps	Date they will hear by:

Five competencies is the most a 90-minute interview can cover properly. If other methods (tests, a work sample, a presentation) are in the process, give the interview the competencies they cannot reach.

Opening script – tick as you cover it

- ☐ Who I am and my part in the process; how long we have
- ☐ We will not walk through your CV. We will focus on a few areas that matter most in this role: [name them]
- ☐ Every candidate gets the same main questions, so the process is fair; I will ask follow-ups
- ☐ Use real, recent examples from work, study or outside work. Situation, task, what *you* did, result
- ☐ If your mind goes blank, say so. We can come back to it
- ☐ I may move you on when I have what I need. That is not a bad sign
- ☐ I will take notes; here is paper if you would like to as well
- ☐ Time for your questions at the end. Any questions about the process before we start?

In the room

One competency at a time. Probe for what *they* did, not what the team did. Ask about what went less well as well as what went well. Keep your face and voice neutral: no "great answer". Summarise before you move on, and ask if there is anything they want to add.

2. The rating form – one per competency

Competency	Candidate

Negative indicators (what weak evidence looks like)	Positive indicators (what strong evidence looks like)

Choose indicators that matter for this role *and* that your questions can actually reach. Write them in before the interview, not after.

Summary of evidence

What did the candidate say they did? Note examples against indicators. Each piece of evidence counts towards one competency only.

Rating – circle one

5	Outstanding – strong evidence across all the indicators, consistently
4	Strong – strong evidence across most of the indicators
3	Acceptable – good evidence on some indicators, with minor gaps or inconsistency
2	Marginal – less than acceptable evidence across most of the indicators
1	Weak – less than acceptable evidence across all the indicators; no strengths shown
IE	Insufficient evidence – the interview did not test it enough to judge. Kept separate from 1: it is a gap in the interview, not in the candidate, so fill it rather than score it

Write-up notes

Complete within an hour of the interview, before you discuss the candidate with anyone else.

Does any of this sound familiar?

The organisations we work with rarely come to us asking for a survey. They come with something that is costing them money, time or people. These are the ones we hear most often.

MAKING MONEY

"We hire well on paper and still get it wrong in the role."
Personality, leadership and competency assessment matched to the job, so interviews test what matters and offers go to people who will perform. (FindingPotential)

"Our best people leave and we only find out why afterwards."
Exit intelligence in the leaver's final weeks: what was avoidable, who would come back, and what to change first. (LastOpinion)

"Leaders get feedback once a year and nothing changes."
Forward-looking 360 feedback that lands as development rather than judgement, with the actions built in. (FeedForward)

SAVING MONEY

"Too many new starters are gone inside a year."
New-starter surveys at the points the first-year leak opens, so you act at three months instead of reading about it at exit. (OnBoarder)

"References take weeks and tell us nothing."
Automated referencing with questions that predict, most returned within 48 hours. (ReferenceExpert)

"We run an engagement survey and the results sit in a drawer."
Engagement reporting down to team level in plain English, with the three moves each team's own people chose. (WinningFormula)

SOLVING PROBLEMS

"The board wants evidence on culture, conduct and speaking up."
A confidential always-on channel and a harassment-prevention audit that give you the evidence before a regulator asks for it. (SafeSpace)

"We publish an inclusion statement and cannot show whether it is true."
Inclusion measured at every stage from hire to exit, so you can see where the experience differs and act on it. (ED&I)

"We have the data and cannot turn it into a decision."
Twenty years of UK benchmark data and analysts who turn results into a board paper, not a dashboard. (Workforce intelligence)

Who we are

great{with}talent is a UK workforce-intelligence consultancy, founded in 2003. We help organisations hire better, keep people longer, improve leadership, strengthen inclusion and reduce workplace risk, with a connected set of tools that turn employee data into clear, fast action across the whole employee lifecycle. Independent, GDPR-compliant and Cyber Essentials certified, hosted on Microsoft Azure.

Not on the list? It will not always be. If you are working on something you think we might be able to help with, drop us a note describing what you are trying to do and we will come back to you.

On the list or not, let's talk.

greatwithtalent.com/book-demo · +44 (0) 333 012 4649 · greatwithtalent.com/contact