**Interview Feedback Pro-forma**

**(Candidate specific)**

**PRIVATE AND CONFIDENTIAL**

<< Date >>

Dear << Name >>,

**Re: << Name of role applied for >>**

Further to your correspondence, I am writing in response to your request for interview feedback.

The interview was structured into five areas as follows (insert criteria - examples below):

* *Presentation.*
* *Evidence of achieving measurable improvement at organisational level through transformation and innovative activity.*
* *Experience of successfully influencing a wide range of internal and external stakeholders to achieve organisational outcomes.*
* *Proven ability to achieve targets/objectives and meet challenging deadlines, through leading and motivating multi-disciplinary teams.*
* *Values orientation.*

The evidence you provided in your interview responses was scored and ranked independently by each panel member. Panel member ranks were totalled to produce a merit list. Your rank on the final merit list was << 5th >> place.

The panel’s summary comments on your interview performance is provided below. (*examples*)

|  |  |
| --- | --- |
| **Positive feedback** | **Developmental feedback** |
| * *Structured, confident and articulate presentation delivery.* * *Clear evidence of leading a challenging project to deliver measurable business outcomes.* * *Provided evidence of working in a pressurised environment to achieve objectives.* | * *Ran out of time in delivering presentation and did not cover all points.* * *There was insufficient evidence of engaging with stakeholder to gain buy-in.* * *Personal role in motivating a team could have been more clearly explained.* |

I acknowledge that this was a disappointing outcome for you, however I hope that this feedback will serve to prove useful. Thank you again for the interest you showed in this role and for the time and effort you invested in the recruitment process.

Yours sincerely