**Interview Feedback Pro-forma**

**(Themed Candidate Feedback Information)**

**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.

Recruitment for this role attracted a great deal of interest, with a large number of candidates progressing to interview stage. As a result, we are unfortunately unable to provide individual interview feedback.

However, you may find the following summary feedback helpful, as it sets out key themes across all candidate interviews by criterion.

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| **Criterion 1: << *Example*:** *Presentation* **>>** | |
| **Evidenced in stronger candidate responses:** *(examples)*   * *Comprehensive coverage of presentation brief.* * *Well-paced delivery with appropriate emphasis on key aspects.* * *Innovative and engaging presentation delivery.* | **Evidenced in weaker candidate responses:** *(examples)*   * *Poor time management.* * *Failure to cover all aspects of the presentation brief.* * *Insufficient detail conveyed to demonstrate knowledge of xyz.* |

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| **Criterion 2: << *Example*:** *Evidence of achieving measurable improvement at organisational level through transformation and innovative activity* **>>** | |
| **Evidenced in stronger candidate responses:** *(examples)*   * *Clear articulation of own role in driving change and innovation.* * *Provided evidence of range of success measures.* * *Described impact at organisational, functional and team level.* | **Evidenced in weaker candidate responses:** *(examples)*   * *Examples provided did not convey transformation or innovation, and described business as usual activity.* * *Insufficient evidence of achieving measurable improvement.* * *Response did not address organisational impact.* |
| **Criterion 3: << *Example*:** *Experience of successfully influencing a wide range of internal and external stakeholders to achieve organisational outcomes* **>>** | |
| **Evidenced in stronger candidate responses:** *(examples)*   * *Demonstrated ability to adapt his/her style to suit different audiences.* * *Explained how his/her interaction with xyz achieved the organisation’s objective.* * *Provided evidence of experience of successfully managing a challenging stakeholder group.* | **Evidenced in weaker candidate responses:** *(examples)*   * *Provided limited evidence of personally influencing.* * *Range of stakeholders in the example given were limited and did not therefore provide satisfactory evidence.* * *Did not satisfactorily explain the organisational objectives or explain whether they were achieved.* |

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| **Criterion 4: << *Insert*  >>** | |
| **Evidenced in stronger candidate responses:** *(examples)* | **Evidenced in weaker candidate responses:** *(examples)* |

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| **Criterion 5: << *Insert*  >>** | |
| **Evidenced in stronger candidate responses:** *(examples)* | **Evidenced in weaker candidate responses:** *(examples)* |

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