

MOCK INTERVIEW PANELS ASSESSMENT FORM MEMBER

Individual panel-use form for the Day 1 mock interview.

To be completed by each panel member and used in the one-to-one coaching session.

How to use this form

- Each panel member should complete their own form during the mock interview.
- This is not the assessor sheet. It is your own record of questions, notes, scoring, and reflections.
- Bring the completed form into your individual coaching session so you and the coach can review your approach, output, and experience.

PANEL MEMBER	DATE	
PANEL NUMBER (A, B, C, etc.)	PANEL ROLE	LEAD / PROBE / OBSERVATION / HR-STANDARDS (if applicable, TBC)

1. QUESTION AND PROBE RECORD

COMPETENCY BEING TESTED	
QUESTION(S) USED	
FOLLOW-UP PROBE(S) USED	By me
WHAT I WAS TRYING TO SURFACE	
WHAT I WOULD IMPROVE IN THE QUESTION SET & MY APPROACH	Fill in AFTER mock interview and BEFORE coaching session

2. MY SCORING RECORD **USE EXTRA SPACE IF REQUIRED**

JUDGEMENT AREA	MY VIEW	EVIDENCE DETAILS
CONTEXT What was happening? Why did this matter?	Weak / Partial / Clear	
OWNERSHIP What part was yours? Who else was involved?	Weak / Partial / Clear	
ACTION AND SEQUENCE What did you actually do? In what sequence?	Weak / Partial / Clear	Use probe evidence here
JUDGEMENT / TRADE-OFFS How did you choose that approach? What trade-offs were present?	Weak / Partial / Clear	
OUTCOME AND CONSEQUENCE What happened? What changed? How do you know?	Weak / Partial / Clear	

3. SCORING

MY OVERALL SCORE (1–5)	
WHY I CHOSE THIS SCORE MY JUDEMENT BASIS NOTE: CAN ANOTHER PANEL MEMBER OR AUDITOR VERIFY?	
WHAT WOULD NEED TO BE PRESENT FOR ONE SCORE HIGHER	

SCORING/RATING LOGIC

SCORE	ASSESSMENT BAND	ANCHOR DESCRIPTION
1	INSUFFICIENT EVIDENCE	Little or no relevant example; unclear ownership; weak relevance to competency; evidence unreliable or largely theoretical.
2	BELOW EXPECTED	Some relevant evidence but fragmented, superficial, overly prompted, or weak on judgment, action, or outcome.
3	MEETS EXPECTED STANDARD	Clear and relevant evidence of competent behaviour, reasonable ownership, sound decisions, and credible outcomes.
4	STRONG	Convincing and well-structured example; strong judgment; good self-awareness; positive outcome and clear value to role/context.
5	OUTSTANDING	Highly credible, specific, and reflective evidence; strong impact; excellent judgment; exemplary standard for the competency.

4. PANEL MEMBER REFLECTION FOR COACHING

WHAT I DID WELL AS A PANEL MEMBER	
WHERE I MAY HAVE DRIFTED TOWARD ASSUMPTION OR IMPRESSION	
HOW EFFECTIVE MY PROBING WAS	
HOW GOOD MY NOTES WERE	
HOW CONFIDENT I FELT IN SCORING	
WHAT I WANT TO DISCUSS WITH THE COACH	

ANY ADDITIONAL NOTES