

Live Observation and Scoring Sheets

Structured **forms for panel use**, observed practice, evidence capture, and scoring consistency during competency interview training and **live assessment**.

Included in this pack

- Sheet A — Live interview observation sheet
- Sheet B — Competency-by-competency scoring sheet
- Sheet C — Candidate summary and panel recommendation sheet
- Sheet D — Role-play / mock interview observation sheet
- Sheet E — Assessor calibration and moderation note

Use principles

- Record observable evidence, not general impressions only.
- Score independently before discussion where more than one assessor is present.
- Separate evidence quality from presentation confidence.
- Use the same question and rating logic across candidates for fairness and consistency.

Sheet A — Live Interview Observation Sheet

Role / Position		Date	
Candidate / Participant		Observer / Assessor	
Function / Department		Assessment Context	Live / Practice / Coaching

Observation Focus	Evidence Notes	Initial View
Question clarity and relevance		Strong / Adequate / Weak
Use of probes		Strong / Adequate / Weak
Evidence depth obtained		Strong / Adequate / Weak
Bias control / neutrality		Strong / Adequate / Weak
Listening and follow-through		Strong / Adequate / Weak
Scoring discipline		Strong / Adequate / Weak
Overall observation summary		
Good practice noted		
Priority improvement point(s)		
Action for next session		

Sheet B — Competency Scoring Sheet

Role / Position		Date	
Candidate / Participant		Observer / Assessor	
Function / Department		Assessment Context	Live / Practice / Coaching

Use one line per competency. Score only where sufficient evidence has been obtained.

Competency	Key evidence captured	Score	Confidence	Follow-up?
Competency 1		1–5	H / M / L	Y / N
Competency 2		1–5	H / M / L	Y / N
Competency 3		1–5	H / M / L	Y / N
Competency 4		1–5	H / M / L	Y / N
Competency 5		1–5	H / M / L	Y / N
Competency 6		1–5	H / M / L	Y / N

Score	Band	Anchor
1	Insufficient	Little or no relevant evidence; weak ownership; highly prompted or not role-relevant.
2	Below expected	Some evidence but shallow, unclear, or incomplete on action, judgment, or result.
3	Meets expected	Clear evidence of competent behaviour and credible outcome at expected standard.
4	Strong	Well-evidenced behaviour, good judgment, clear relevance, and positive impact.
5	Outstanding	Excellent depth, ownership, reflection, and impact; benchmark-quality evidence.

Sheet C — Candidate Summary and Panel Recommendation

Role / Position		Date	
Candidate / Participant		Observer / Assessor	
Function / Department		Assessment Context	Live / Practice / Coaching

Overall candidate summary	
Top demonstrated strengths	
Key risks / gaps	
Panel recommendation	
Conditions / development needs	
Final notes / validation required	

Sheet D — Role-Play / Mock Interview Observation Sheet

Role / Position		Date	
Candidate / Participant		Observer / Assessor	
Function / Department		Assessment Context	Live / Practice / Coaching

Practice Element	Observer Notes	Score	Coaching Comment
Opening and framing		1-5	
Question wording		1-5	
Probe quality		1-5	
Listening and note-taking		1-5	
Evidence testing		1-5	
Rating discipline		1-5	
Closing / professionalism		1-5	
What to continue			
What to improve next			
Agreed practice action			

Sheet E — Assessor Calibration and Moderation Note

Use *after panel review* or *training practice* to record consistency issues, scoring drift, and agreed standards.

Question / competency reviewed	
Where scores differed	
Why scores differed	
Agreed interpretation	
Adjustment to future practice	
Owner / next review point	