

# Self-Assessment and Training Evaluation Forms

*Participant-facing forms for reflection, confidence rating, feedback on learning quality, and development follow-up.*

## **Contents of this pack**

- Form A — Participant self-assessment of competency interviewing capability
- Form B — Session evaluation form
- Form C — Post-programme reflection and action plan

Use these forms to support both participant development and programme evaluation. They are designed to work in print or as editable Word forms.

## Form A — Participant Self-Assessment of Competency Interviewing Capability

<b>Participant name</b>		<b>Date</b>	
<b>Department / Function</b>		<b>Facilitator</b>	
<b>Session / Module</b>		<b>Mode</b>	Group / 1-1 / Virtual

Rate your current confidence and capability against the areas below.

Use the scale 1–5, where 1 = very limited and 5 = strong and consistent.

Capability Area	Rating	Reflection / Evidence	Priority?
Understanding what competencies are and are not	1–5		H / M / L
Linking competency evidence to role performance and standards	1–5		H / M / L
Designing clear competency-based interview questions	1–5		H / M / L
Using probes to test depth, ownership, and judgment	1–5		H / M / L
Distinguishing evidence from impression or presentation style	1–5		H / M / L
Scoring responses consistently and fairly	1–5		H / M / L
Managing risk of bias in panel interviewing	1–5		H / M / L
Giving feedback and identifying development implications	1–5		H / M / L
<b>Strongest current area</b>			
<b>Area needing most development</b>			
<b>What I will apply immediately</b>			
<b>Support I may still need</b>			

## Form B — Training Evaluation Form

<b>Participant name</b>		<b>Date</b>	
<b>Department / Function</b>		<b>Facilitator</b>	
<b>Session / Module</b>		<b>Mode</b>	Group / 1-1 / Virtual

Please rate the session using 1–5, where 1 = poor and 5 = excellent.

Evaluation Dimension	Rating	Comments
Clarity of content and explanation	1–5	
Relevance to IsDB interviewing and assessment practice	1–5	
Quality of examples, exercises, and discussion	1–5	
Usefulness of practical tools and methods	1–5	
Trainer facilitation and responsiveness	1–5	
Balance between theory and application	1–5	
Value of the session overall	1–5	
Confidence increased as a result of training	1–5	

<b>Most useful part of the session</b>	
<b>Least useful / least clear part</b>	
<b>What should be strengthened next time</b>	
<b>Resources or examples you would like added</b>	
<b>Any additional comments</b>	

## Form C — Post-Programme Reflection and Action Plan

<b>Participant name</b>		<b>Date</b>	
<b>Department / Function</b>		<b>Facilitator</b>	
<b>Session / Module</b>		<b>Mode</b>	Group / 1-1 / Virtual

Complete at the end of the programme or follow-up cycle.

This form is intended to support transfer into live interviewing practice.

<b>Most important insight gained</b>	
<b>Practice change I will make</b>	
<b>Habit or weakness I need to control</b>	
<b>How I will improve question design or probing</b>	
<b>How I will improve scoring objectivity</b>	
<b>What support or follow-up would help sustain progress</b>	

### 90-Day Action Commitments

Action	By when	Priority	How success will be seen
		H / M / L	
		H / M / L	
		H / M / L	