

# CDNI Care Pty Ltd

## Interview Report Pro Forma

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### 1. RECRUITMENT AND SELECTION REPORT

**POSITION:**

**ATTENTION:**

**FROM:**

**DATE:**

#### ADVERTISING

ADVERTISED IN:

DATE ADVERTISED:

NUMBER OF  
RESPONDENTS:

NUMBER  
SHORTLISTED:

The applicants not interviewed did not possess or satisfactorily demonstrate their ability to meet the selection criteria for this position.

#### SELECTION PANEL

NAME	POSITION
NAME	POSITION
NAME	POSITION

Date of Interviews:

#### SHORTLISTED CANDIDATES

1. NAME:

2. NAME:

3. NAME:

**2. INTERVIEW REPORT**

**SELECTION CRITERIA**

Essential

1	
2	
3	

Desirable

1	
2	
3	

**CANDIDATE 1**

SUMMARY OF CURRENT POSITION AND EMPLOYMENT HISTORY:

CRITERIA	MET:	Y/N		MET:	Y/N
ESSENTIAL	1		DESIRABLE	1	
	2			2	
	3			3	

**COMMENTS**

<b>PANEL ASSESSMENT</b>	SOUND	GOOD	SATISFACTOR Y	COMPETENT	OUTSTANDING
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**CANDIDATE 2**

SUMMARY OF CURRENT POSITION AND EMPLOYMENT HISTORY:

CRITERIA	MET:	Y/N		MET:	Y/N
ESSENTIAL	1		DESIRABLE	1	
	2			2	
	3			3	

**COMMENTS**

**CDNI Care Pty Ltd**  
**Interview Report Pro Forma**

<b>PANEL ASSESSMENT</b>	SOUND	GOOD	SATISFACTOR Y	COMPETENT	OUTSTANDING
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**CANDIDATE 3**

SUMMARY OF CURRENT POSITION AND EMPLOYMENT HISTORY:

CRITERIA	MET	Y/N		MET:	Y/N
ESSENTIAL	1		DESIRABLE	1	
	2			2	
	3			3	

**COMMENTS**

<b>PANEL ASSESSMENT</b>	SOUND	GOOD	SATISFACTOR Y	COMPETENT	OUTSTANDING
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**3. OUTCOME**

The SELECTION PANEL recommends the following candidate for the position.

RECOMMENDED CANDIDATE:

**4. REFEREE REPORTS**

Referee reports were obtained which confirmed that, in the opinion of the designated referees, the selected candidate met the criteria and could fulfil the requirements of the position.

**5. APPOINTMENT**

The appointment will be  PERMANENT  TEMPORARY  
 CASUAL  FULLTIME  PART-TIME

Commencement date:

Commencement level: \_\_\_\_\_