**Appendix 7: Note Taking Sheet for Gathering Evidence for Use by Individual Interview Board Members *(exemplar)***

### NOTE TAKING SHEET FOR NAMED CANDIDATE (FOR POSTS OTHER THAN DIRECTOR OF ADULT EDUCATION)

**Candidate: <Insert Name>   
Date of Interview: <Insert>**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** |  | | |
| Leading Learning & Teaching | |  |
| Managing an Organisation | |  |
| Leading School Development | |  |
| Developing Leadership Capacity | |  |

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| --- |
| **SIGNATURE OF INTERVIEW BOARD MEMBER:** |