**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:** |