**Interview Assessment Form**

Panel members can use this form as a recruitment tool during interviews to assess candidates against the requirements of the post.

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| Job Title: Accessibility Ally intern | Date: |
| Applicant Name: | Panel Members: |

Format = 20 minutes interview. 4-5 questions plus a chance for candidate to ask questions.

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| **Questions** | **WHO** | **What we’re looking for** | **1 - 10** | **Comments/notes** |
| What would you do to make this Introduction to Marketing Strategy document more accessible? |  | * Using O365 accessibility checker * Heading styles * Tables for tabular data only * Alt text * Colour contrast * Meaningful link text * Left-align text, not centre or justify * Consistency (easy to read fonts) * Not comic sans or turning it into a pdf! * UDL – readability. Academic – permanent, temporary and situational disabilities. Hidden, undisclosed and undiagnosed disabilities. Can be overwhelming as part of a large workload. Simple tips. Getting the approach right from the start, such as by using templates. Focus on ensuring new documents are accessible and on any documents that are in regular use. |  |  |
| How would you approach this with an academic for whom this is a low priority? |  | a problematic situation that you have had to deal with and how you succeeded in resolving it. Negotiation skills, advocacy for learners, awareness of pressures on academic staff.  What are easy wins for staff? |  |  |
| What do you think is key to success in remote working, both as an individual and in a team? |  | Communication, regular contact. Prioritisation of workloads and mindful of different approaches across a team. |  |  |
| What are the skills and experience that you hope to gain from this position? |  |  |  |  |
| What support would you expect from your Manager and peers to make you successful in this role. |  | Really looking for a considered answer here. Not needing help is not correct. Needs to show an understanding of the options available for support and how to ask for them. Introduction to key contacts. |  |  |
| Candidate Questions for panel |  | - |  |  |

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| Further comments  Is the candidate considered to be appointable: Yes/No |