

Recruitment Management WPBA Benchmark Sheet

	Concerns	Good practice	Trainer Comments
Has completed equality and diversity training	No	Yes with evidence	
Checks person spec appropriately	Not clear on what spec shows and what they are looking for.	Has good grasp of essential and desirable criteria. Clear about role recruiting for	
Shortlists (if applicable)	Doesn't stick to person spec or criteria to match. Unable to justify decision making	Uses person spec to benchmark. Ranks fairly based on appropriate criteria	
Reviews interview questions	Doesn't prepare or review questions beforehand, appears not to know what should be asked or not happy to ask questions.	Uses or prepares interview questions appropriate to candidates. Ensures good understanding of question set. Clarifies with panel use of supplementary questions. Ensures questions fair and non-judgemental.	
Interviews fairly	Unable to stick to line of questioning, asks different questions to each, interrupts other interviewers, does not show respect to candidate.	Able to question appropriately and in depth, provides similar style of questioning, environment for all candidates. Listens appropriately and shows respect to candidate	
Decision making/ranking	Reasons are unclear or not justifiable from evidence	Balanced and fair based on interview answers	
Documentation	Little, illegible or inappropriate comments, without evidence	Records answers, decision making with evidence. Fair.	
Gives appropriate feedback to candidates	Finds feedback challenging, struggles to identify areas of improvement or delivers feedback poorly	Supportive and developmental feedback which will be useful for candidate	
Reflection	Has not demonstrated acceptable skills, required learning or reflection from process	Demonstrates understanding and practice of interview. Recognises the pitfalls and legal requirements. Has reflected and identified personal learning points.	

The assessor is asked to consider the learner's performance in all of the domains listed in completing this statement:

“Based on this WPBA, I would be satisfied that this learner could interview as a newly appointed consultant”

Yes	
No	
Signature	
GMC	
Date	

If no, these are the reasons and my recommendations for further work: