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COURSE BROCHURE

Interview Evidence Scoring and Calibration Training Course

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Registered in the United Kingdom and Saudi Arabia

Interview Evidence Scoring and Calibration Training Course

Interview Evidence Scoring and Calibration is a 1-week training course for interviewers, panel members and recruiters who need ratings that hold up when candidates are compared, and it produces a calibrated interview scoring rubric for one live vacancy. Hiring decisions now face closer scrutiny from candidates, line leaders and auditors, so unsupported scores and gut-feel debates carry real cost. Jupiter Prime Training offers Interview Evidence Scoring and Calibration for panels that want defensible, consistent selection decisions.

Why Interview Evidence Scoring and Calibration Matters Now

Three pressures shape interview evidence scoring and calibration today: hiring managers who want quicker decisions without losing rigour, candidates who share their interview experience publicly and expect fair treatment, and internal audit or HR teams who ask how each score was reached. Panels that record behavioural evidence and calibrate before deciding make fewer costly mis-hires and can explain every outcome; panels that rely on impressions invite bias claims and early attrition. The course rests on the STAR Situation, Task, Action, Result evidence model and on structured behavioural interviewing practice, linked to the human capital reporting guidance of ISO 30414.

Who Gains Most from Interview Evidence Scoring and Calibration

- Interviewers who question candidates and record what they hear against competencies
- Panel members who rate evidence independently before any group discussion
- Recruiters who chair wash-up meetings and document the final hiring rationale
- Hiring leads who weigh panel scores against role requirements
- Resourcing coordinators who manage candidate communication and feedback

A resourcing function gains most when its recruiters and its regular line-manager panellists attend together and agree one shared rating discipline.

Interview Evidence Scoring and Calibration Capabilities

Participants learn to separate what a candidate said from what an interviewer inferred, and to turn that evidence into scores a panel can reconcile.

- Design behavioural questions and follow-up probes for each target competency — interview guide sign-off by the hiring lead
- Apply STAR probing to draw out specific actions and results — evidence quality for every panel rating
- Write verbatim evidence notes free of opinion and labels — audit trail for resourcing and HR
- Calculate competency scores against anchored rating scales — shortlisting and offer decisions
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Test panel agreement through calibration exercises and score spreads — fairness across interviewers
- Communicate outcomes and feedback that protect candidate experience — employer reputation with applicants

Key Interview Evidence Scoring and Calibration Terms

- STAR Method — a probing structure asking for Situation, Task, Action and Result to obtain complete behavioural examples.
- Evidence Note — a factual record of what the candidate said or did, written during the interview without judgement.
- Anchored Rating Scale — a scoring scale where each point is defined by example behaviours rather than adjectives.
- Calibration — a structured comparison of ratings among interviewers to align how evidence is scored.
- Wash-Up Meeting — the post-interview panel session where independent scores are shared, challenged and finalised.
- Halo Effect — a rating bias where one strong impression inflates scores on unrelated competencies.

Interview Evidence Scoring and Calibration Day by Day

Day 1: Selection Risk and Evidence Standards

- Cost of Mis-Hires and Bias Claims — Why Panels Need Evidence Discipline
- Competency-to-Question Mapping — Linking Each Question to One Target Competency
- Structured Versus Conversational Interviews — Choosing Format for Role Level
- Interviewer Roles on a Panel — Lead Questioner, Note-Taker and Observer
- Rating Bias Catalogue — Halo, Similarity and Contrast Effects in Scoring

Day 2: Behavioural Questioning and STAR Probing

- Past-Behaviour Question Design — Wording That Elicits Real Examples
- STAR Probe Sequences — Moving From Situation to Measurable Result
- Handling Hypothetical or Team-Only Answers — Redirecting to Personal Action
- Situational Questions for Early-Career Roles — When Past Evidence Is Thin
- Question Banks for Two Sectors — Retail Banking and Hospital Operations Examples

Day 3: Evidence Notes and Competency Scoring

- Verbatim Note-Taking Techniques — Capturing Words Without Interpretation
- Positive and Negative Evidence Coding — Tagging Notes Against Indicators
- Anchored Rating Scales — Converting Coded Evidence Into Scores
- Score Justification Statements — Defending Each Rating in Writing
- Weighting Competencies by Role — Balancing Essential and Desirable Criteria

Day 4: Panel Calibration and Wash-Up Decisions

- Pre-Interview Calibration Exercise — Rating a Recorded Answer Together
- Score Spread Analysis — Spotting Lenient, Harsh and Central-Tendency Raters
- Wash-Up Meeting Protocol — Independent Scores Before Open Discussion
- Tie-Break and Borderline Rules — Deciding Between Close Candidates
- Candidate Experience and Feedback Scripts — Communicating Outcomes Respectfully

Day 5: Practising the Calibrated Interview Scoring Rubric

- Applying STAR Probe Sequences — Live Mock Interviews With Observers
- Applying Evidence Coding — Scoring Mock Interview Notes Independently
- Applying Wash-Up Protocol — Running a Full Panel Decision Session
- Interviewer Feedback Loop — Peer Review of Questioning and Notes
- Calibrated Interview Scoring Rubric — Final Anchors, Weights and Panel Guidance

Applying Interview Evidence Scoring and Calibration After the Course

- Run a pre-interview calibration exercise with the next hiring panel using one recorded candidate answer.
- Audit five recent interview packs for evidence notes and score justifications, and brief panellists on the gaps found.

Interview Evidence Scoring and Calibration Questions FAQ

What is interview evidence scoring and calibration and why does it matter now?

It is the practice of recording behavioural evidence and aligning how panel members score it. It matters now because candidates, hiring leaders and auditors increasingly expect every selection decision to be explained and consistent.

Which roles gain most from interview evidence scoring and calibration?

Interviewers, panel members and recruiters gain most. Line managers who sit on panels regularly and recruiters who chair wash-up meetings benefit especially, because they own the scores and the final hiring rationale.

How does interview evidence scoring and calibration differ from a general recruitment course?

It concentrates on the interview room and the panel decision. A general recruitment course covers sourcing, advertising and onboarding, while this course works on questioning, evidence notes, scoring and calibration in depth.

What do you bring back from interview evidence scoring and calibration training?

You bring back a calibrated interview scoring rubric for one vacancy. It includes behavioural questions, STAR probes, anchored scales, competency weights and a wash-up protocol your panel can use immediately.

Interview Evidence Scoring and Calibration: The Way Forward

The calibrated interview scoring rubric first informs who reaches the shortlist for the next vacancy. Interviewers use it to probe and note evidence, panel members use it to score independently, and recruiters use it to chair the wash-up. After its first hiring round, compare score spreads across panellists to see which anchors still need sharper example behaviours.