

Assessment of the Interview – General

Name of the Candidate _____

Date _____

Position applied for _____

1. Appearance

Careless Satisfactory Neat & tidy Well Groomed

2. Friendliness

Not approachable Friendly Warm & sociable Very warm & very sociable

3. Personality

Very weak Average Strong Very out going

4. Confidence

Very low Average Sure about him/her self Highly confident

5. Conversational ability

Very poor Average fluency Speak well Excellent

6. Attention to details

Very low Average Satisfactory Understand very quickly

7. Drive & Initiative

Very little effort Some initiative Initiative & have goals Very initiative & high desire to achieve

8. Attitudes

Very negative Average Positive & rational Proactive

9. Learning curve

Very slow Average Quick learner Very quick learner

10. Experience

No relevant exp: Average background Good & relevant Well experienced & ideal

11. Qualification

Not relevant Satisfactory Suitable for the job Highly relevant

12. Computer Skills

Very weak Average Satisfactory Well skilled

Interview Summary Sheet

Name of the candidate : _____

Position applied for : _____

Date & Type of the Interview (Technical/ General)	Name and signature of the interviewer		General Comments
	Name		
	Signature		
	Name		
	Signature		
	Name		
	Signature		
	Name		
	Signature		

Knowledge & Experience

	Task, Duties & Responsibilities
Current Occupation	
Previous Occupation	

Recommendation – **Reject/ Proceed/ On Hold**
Assessment of the Interview – Technical

Rating Guide	
5	Excellent
4	Very Good
3	Average- meets minimum requirements
2	Below Average
1	Unacceptable-Does not meet requirements

Technical Assessment Criteria	Rating	Comments
Overall Rating		