

Assessment of the Interview – General

Name of the Candidate _____

Date _____

Position applied for _____

1. Appearance	Careless <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Neat & tidy <input type="checkbox"/>	Well Groomed <input type="checkbox"/>
2. Friendliness	<input type="checkbox"/> Not approachable	<input type="checkbox"/> Friendly	<input type="checkbox"/> Warm & sociable	<input type="checkbox"/> Very warm & very sociable
3. Personality	<input type="checkbox"/> Very weak	<input type="checkbox"/> Average	<input type="checkbox"/> Strong	<input type="checkbox"/> Very out going
4. Confidence	<input type="checkbox"/> Very low	<input type="checkbox"/> Average	<input type="checkbox"/> Sure about him/her self	<input type="checkbox"/> Highly confident
5. Conversational ability	<input type="checkbox"/> Very poor	<input type="checkbox"/> Average fluency	<input type="checkbox"/> Speak well	<input type="checkbox"/> Excellent
6. Attention to details	<input type="checkbox"/> Very low	<input type="checkbox"/> Average	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Understand very quickly
7. Drive & Initiative	<input type="checkbox"/> Very little effort	<input type="checkbox"/> Some initiative	<input type="checkbox"/> Initiative & have goals	<input type="checkbox"/> Very initiative & high desire to achieve
8. Attitudes	<input type="checkbox"/> Very negative	<input type="checkbox"/> Average	<input type="checkbox"/> Positive & rational	<input type="checkbox"/> Proactive
9. Learning curve	<input type="checkbox"/> Very slow	<input type="checkbox"/> Average	<input type="checkbox"/> Quick learner	<input type="checkbox"/> Very quick learner
10. Experience	<input type="checkbox"/> No relevant exp:	<input type="checkbox"/> Average background	<input type="checkbox"/> Good & relevant	<input type="checkbox"/> Well experienced & ideal
11. Qualification	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Suitable for the job	<input type="checkbox"/> Highly relevant
12. Computer Skills	<input type="checkbox"/> Very weak	<input type="checkbox"/> Average	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> 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		