

employee application form template pdf

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INTERVIEW ASSESSMENT

Date:

Candidate Name:		
Position:		
Factors: Evaluation the candidate on the following factors based on the impression created during the interview.	Points	
	Awarded	Out of
1. Education: Qualification, special courses and training, Projects, Reports, Surveys etc.		25
2. Work Experience (With special reference to function for which he/she is being interviewed)		25
3. Personality Impression created as to his / her / Administrative / Leadership / Communication skills, Look, Dress, Sense etc		20
4. Potential (Ambition, Enthusiasm, Motivation, Initiative and Desire to Go Ahead in Life and Career)		20
5. General Knowledge, Leisure time Interest, Hobbies Reading, Computer skills etc.		10
TOTAL		100

Special remarks having bearing on candidate selection:	
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RECOMMENDATIONS:

A. Immediate Appointment Recommended	
B. On hold for comparison with others	
C. No Good / Rejected	

Outstanding	Good	Adequate	Poor
<input type="checkbox"/> 86-100	<input type="checkbox"/> 61-85	<input type="checkbox"/> 36-60	<input type="checkbox"/> Up to 35

Interviewer's Signature	Interviewer's Signature	Interviewer's Signature
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