

INTERVIEW DATA & SCORE SHEET (PANEL)

RANK		DATE	
NAME OF CANDIDATE		LOCATION	
AVAILABILITY:			
INTERVIEWER:		SIGNATURE:	
1. Computer SETS results: ML: English: OL:			
2. Introduction: Opening Salvo (Panel leader)			
3. PRE-EMPLOYMENT APPRAISAL: Letting the candidate talks (note taking)			
Reason for applying to MN:			
Reason for leaving previous company:			
Career Plan:			
Sea Service and work experience: (may use extra sheet of paper for taking notes)			
Job Description:			
4. Additional Data of Experience/Skills & Competence (may use extra sheet of paper for taking notes)			
Major Repairs			
Dry Docking			
New shipbuilding / Sea Trials			
Short Hand Crew			
Other nationalities sailed with			
Trading Areas / critical Areas			
PSC Inspection/Tech Audits/Surveys:			
Emergency / Safety on board			
Computer Programs / Installation			
Computer knowledge			
Electronics / Electrical maintenance & Repairs			
Welding & Lathe Machine works			
Cargo Crane Maintenance / Repairs			
Deck Machinery maintenance / Repairs			
Crane Driving (Deck)			
5. Behavioral Interview Criteria	Score	Remarks	
1. Communication			
2. Flexibility/ Adaptability/Compatability			
3. Mental Ability (problem solving)			
4. Decisiveness/Initiative			
5. Teambuilding			
6. Leadership and Self- Motivation			
7. Vigilance and Awareness of Professional Environment			
8. Performance Management and Coaching			
9. Work Standards and Commitment to Quality			
10. Safety Awareness			
6. Marlin's Spoken English:	Score	Remarks	
Spoken Fluency:			
Spoken Accuracy:			

Listening Comprehension:		
Overall Level of Speaking English:		
7. Clarifying Competencies & Weaknesses from computer test. (Suggest to touch all subjects and may use extra sheet of paper for taking notes)		
Interviewer's Observation: (e.g. communication, appearance, body language etc.).		
RANK APPROVED:		Approved by RM: _____
FOR SHIP'S TYPE:		
TRAINING RECOMMENDATION/S:		

Legend:

Behavioral Scale:

- | | |
|-----------------------------------|----------------------------------|
| 1. Very strong presence of skills | 4. Strong absence of skills |
| 2. Strong presence of Skills | 5. Very Strong absence of skills |
| 3. Some evidence of presence | |

Marlin's T.O.S.E. scale:

- | | |
|------------------------------------|------------------------|
| A. Upper Intermediate/Advance | D. Elementary/Lower |
| B. Intermediate/Upper intermediate | E. Beginner/Elementary |
| C. Lower Intermediate/Intermediate | |

PANEL INTERVIEW- SUMMARY SHEET

RANK		DATE	
NAME OF CANDIDATE		LOCATION	
INTERVIEWERS:		SIGNATURE:	
1			Panel Leader
2			Member
3			Member

1. Computer SETS results: ML: English:
 2. Collection of Data: Clarifying Competencies & Weaknesses from computer test.

SCORE SHEET

Behavioral Attributes	1	2	3	Consensus	Final
1. Communication					
2. Flexibility/ Adaptability					
3. Mental Ability (problem solving)					
4. Decisiveness					
5. Teambuilding					
6. Leadership and Self- Motivation					
7. Vigilance and Awareness of Professional Environment					
8. Performance Management and Coaching					
9. Work Standards and Commitment to Quality					

Summary of Interviewer's Observation: (e.g. communication, appearance, body language etc.)

Summary of Marlin's Spoken English:

Spoken Fluency:

Spoken Accuracy:

Listening Comprehension:

Overall Level of Speaking English:

RECOMMENDATION of the PANEL: Y / N

RANK APPROVED:

Approved by RM: _____

FOR SHIP'S TYPE:

TRAINING RECOMMENDATION/S:

Behavioral Scale:

1. Very strong presence of skills
2. Strong presence of Skills
3. Some evidence of presence

4. Strong absence of skills
5. Very Strong absence of skills

Marlin's T.O.S.E. scale:

- A. Upper Intermediate/Advance
- B. Intermediate/Upper intermediate
- C. Lower Intermediate/Intermediate

- D. Elementary/Lower
- E. Beginner/Elementary