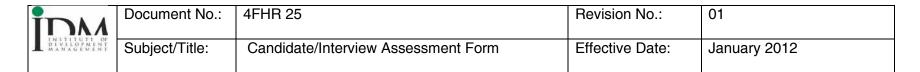
INSTITUTE OF DESCRIPTION OF MANAGEMENT	Document No.:	4FHR 25	Revision No.:	01
	Subject/Title:	Candidate/Interview Assessment Form	Effective Date:	January 2012

## **CANDIDATE/INTERVIEW ASSESSMENT FORM**

## 1. ASSESSMENT

OANDIDATEO NAME				T						
CANDIDATES' NAME:			POSIT	POSITION APPLIED FOR:						
MAIN FACTORS	SUB – FACTORS	MINIMUM REQUIREMENTS		CANDIDATES' ATTAINMENT	RATING OF SUB – FACTORS					OBSERVATIONS
		FOR THE JOB			1	2	3	4	5	
Qualifications	a) School Education.									
	b) University Education.									
	c) Professional/Technical Education.									
	d) Special Training Received.									
Experience	a) General work     experience, background     and achievements.									
	b) Job relevant experience at the appropriate level and achievements.									
	c) BLS related experience.									
Author: Direc	tor of Cornorate Services	Δη	nrover:	Regional Dir	recto	ı			<u> </u>	

Author:	Director of Corporate Services	Approver:	Regional Director					
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MAIN FACTORS	SUB – FACTORS	MINIMUM REQUIREMENTS	CANDIDATES' ATTAINMENT	RATING OF SUB – FACTORS				3 –	OBSERVATIONS
		FOR THE JOB		1	2	3	4	5	
General Person Abilities	<ul><li>a) Age, Maturity, etc.</li><li>b) Ability to apply oneself as well as knowledge and experience to the</li></ul>								
	job.								
	c) Ability to communicate/express oneself.								
	d) Personal outlook, zeal, perspective, etc.								
Other special	a) Leadership.								
requirements	b) Managerial and								
	supervisory.								
	c) Inter - personal								
	relations, co – opt team spirit, etc.								
Salary Expectations									
Availability									

Author:	Director of Corporate Services	Approver:	Regional Director				
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## 2. **GENERAL COMMENTS**

**Director of Corporate Services** 

Author:

3. <u>RECOMMENDATION</u>				
Recommended for Employmen	nt		Not Recommended for Employme	nt
Reasons for NOT Recommending Emp	ployment:			
NAME OF INTERVIEWER:				
MANIE OF INTERVIEWER.			_	
SIGNATURE OF INTERVIEWER:			_	
DATE: (YEAR/MONTH/DAY)				
<b>,</b>			-	

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Regional Director