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


CANDIDATE/INTERVIEW ASSESSMENT FORM

1. ASSESSMENT

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

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2. GENERAL COMMENTS

3. RECOMMENDATION

Recommended for Employment

Not Recommended for Employment

Reasons for NOT Recommending Employment:

NAME OF INTERVIEWER: _____

SIGNATURE OF INTERVIEWER: _____

DATE: (YEAR/MONTH/DAY) _____

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