

INTERVIEW ASSESMENT FORM (Confidential)



Position		Department	
Name of Candidate		Date of Interview	
Interview Panel			
Skills being interviewed for			
Competencies being interviewed for			

Tick below factors on Rating Scale: **A-Excellent** **B-Very Good** **C-Good** **D-Fair** **E-Poor**

SR. NO	FACTORS	EXPLANATION	Assessment				
			A	B	C	D	E
1.	Functional Expertise	Previous experience & background in relation to position concerned					
2.	Mental Alertness	Reactions, reflexes, quickness in grasping a point.					
3.	Adaptability	Would be able to get along with his colleagues, superiors & peers and adapt to our existing work culture.					
4.	Confidence level & Maturity	Poised and relaxed manner in the interview, Judgment as expressed in the answers to questions, ability to say right thing at right time and in right proportions, bearing personality and thinking power.					
5.	Enthusiasm	Interest in various aspects of job other than earning a livelihood. Eagerness to grab the job.					
6.	Potential	Ability to shoulder greater responsibilities in future.					
7.	Educational Background	Relevant Qualification as requisite for being considered.					
8.	Communication Skills	Responsive, Understanding, Ability to express oneself, listening skills & making others understand.					
9.	Overall Impression	The extent to which the applicant's overall appearance, manner and responsiveness are consistent with the requirement of the job.					
Current CTC		Expected CTC	Notice Period				

Current CTC _____ Expected CTC _____ Notice Period _____

Recommendations: Yes () No () Hold () Reason for hold: _____

Interview Remarks: _____

SIGNATURE OF PANEL MEMBERS: _____

For use of HR Department			
Position Closed Through		Date of position closer	
Grade & Designation offered		CTC offered	
Probable DOJ		Department	
Reporting to		Work Location	