

Personal Interview Evaluation Sheet

(Rate Poor/ Average/ Good for each parameter)

Candidate Name :

Personality/ Grooming	Is well dressed, Looks Smart	Poor	Average	Good
Communication Skills	Correct English, Pitch/ Tone	Poor	Average	Good
Attitude	Wants to work hard	Poor	Average	Good
Passion/ Energy	Have high energy level	Poor	Average	Good
Maturity/ Expectation from 1st job	Reasonable salary expectations	Poor	Average	Good
Learning Ability	Learnt new skills <i>etc.</i>	Poor	Average	Good
Financial Knowledge	Have good basic knowledge, facts	Poor	Average	Good
General Awareness: Industry Knowledge	Newspapers	Poor	Average	Good

Comments for improvement:

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INTERVIEW ASSESSMENT FORM

Name of Applicant:	Position Interviewed For:
Date of Interview:	Venue:
Name of the Interviewer:	Final Rating Score

Kindly rate the candidate on the following parameters. Your Inputs are critical for decision making.

PARAMETERES	INTERVIEWER 1 COMMENTS	INTERVIEWER 2 COMMENTS	REMARKS (IF ANY)
	Ratings 1-5 (1-Poor & 5 outstanding)		
1. Communication Skills			
a. Verbal Communication Skills:			
b. Ability to express ideas / thoughts:			
2. Interpersonal Skills			
a. General Attitude/ Orientation: (Positive/ Skeptical / Negative)			
b. Ability to logically organize thoughts:			
c. Active Listener:			
3. Personal Attributes			
a. Personal Appearance:			
b. Confidence:			
c. Assertiveness:			
d. Creativeness:			
e. Initiatives:			
f. Enthusiasm:			
g. Emotional Stability:			
h. Flexibility/ Tractability: (Able to adjust readily to different conditions)			
4. Energy level: <i>(Able to impart energy and vitality and spirit to other people)</i>			
5. Learning Ability: <i>(Quick Learner / can grasp things quickly)</i>			
6. Commitment: <i>(Stability)</i>			
7. Team Player: <i>(Ability to work with others, Ask about size of teams, instance's which demonstrate ability to work effectively in teams)</i>			
8. Leadership Skills: <i>(Ability to lead)</i>			
9. Strengths for this Position: <i>(Why should we hire this candidate/(ask him/her about his Positive attributes?)</i>			
10. Growth Potential:			
Grand Total			

SUMMARY & RECOMMENDATIONS

Q. Does candidate meet basic requirement for the position?	YES ☐	NO ☐
Q. Does the candidate have the business understanding and can take charge quickly	YES ☐	NO ☐
Q. Does candidate have the potential to grow in the organization?	YES ☐	NO ☐

Summary of Assessment: (if any)

FINAL SCORE:

If selected, suggest fitment	Designation		
	Remuneration		Expected Date of Joining:

Signature of the Interviewer 1:

Signature of the Interview - 2

Name: _____

Name: _____

APPROVAL

Approved for Appointment	Designation		Salary in CTC (per annum):
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Date: _____

Authorized Signatory _____