OUR LADY OF FATIMA UNIVERSITY
Antipolo • Laguna • Pampanga • Quezon City • Valenzuela

COLLEGE OF COMPUTER STUDIES

JOB INTERVIEW EVALUATION FORM

CCS-099-15-00

Name of Applicant   : BLAIRE CYREL C. DELA CRUZ
Position Applied for   : SOFTWARE DEVELOPER

INTERVIEW QUESTIONS: You may or you may not use the following questions/statements as your guide.

- Tell me something about yourself.
- What are your salary expectations?
- What are some of your strengths and weaknesses?
- Give two or three things that are most important to you in your work.
- What do you usually do during your spare time?
- How do you work with others? Are you a leader or a follower?
- What is your ideal position and career path?
- After graduation, how will your degree benefit the organization?
- How did you get along with your former boss and co-workers?
- How have your prior experiences and education prepared you for this job?
- Are you interested in opportunities for promotion?

INSTRUCTIONS: Encircle your chosen answer for each criterion.

APPEARANCE	1	3	5
Attire	Not in proper attire for a job interview	In partial proper attire for a job interview	In complete proper attire fit for a job interview
Grooming	Not in proper grooming for a job interview	Somewhat groomed for a job interview	Fully groomed fit for a job interview
Body Language	Does not show proper body language on a job interview	shows acceptable body language on a job interview	shows excellent body language on a job interview
Eye Contact	Does not show eye contact during the job interview	Partially maintains eye contact during the job interview	Maintains eye contact during the job interview
Subtotal	_____ / 20		
CHARACTERISTICS	1	3	5
Achievement-orientation	Does not show interest for achievements during the job interview	Partially shows interest for achievements during the job interview	shows much interest for achievements during the job interview
Dedication	Did not relate any past experience about tasks done w/ dedication	Somewhat related past experiences about tasks done w/ dedication	Related 1-2 past experiences about tasks done w/ dedication
Punctuality	Arrived late for the job interview	Arrived just in time for the job interview	Arrived early for the job interview

Ability to learn	Did not identify an instance applicant learned a new computing skill	identified 1 instance applicant learned a new computing skill	identified 2-3 instances applicant learned a new computing skill
Subtotal	_____ / 20		
GOALS/PERCEPTION OF SELF	**1**	**3**	**5**
Realistic appraisal of self	Does not know self very well	Somewhat knows self	Knows self very well
Reason for interest in field	Reason is not acceptable at all	Reason is somewhat acceptable	Reason is very acceptable
Leadership Ability	Did not identify an instance of leadership skill	identified 1 instance of leadership skill	identified 2-3 instances of leadership skills
Subtotal	_____ / 15		
JOB EXPECTATIONS/SKILLS	**5**	**10**	**15**
Realistic job expectations	Job expectations are not realistic	Job expectations are somehow realistic	Job expectations are very realistic
Language Proficiency	Beginner speaker	Conversational average speaker	Articulate and fluent speaker
Technical Skills	Shows beginner computing skills	Shows average computing skills	Shows excellent computing skills
Subtotal	_____ / 45		
OVERALL EVALUATION (Total Score)	**_____ / 100**		

Recommendation:
Based on the above observations made and the applicant's interview and qualifications, do you think the person should be further considered for this position?

Yes: _____   No: _____   **Comment/Suggestions:** _____

_____

_____

_____

Evaluated by:

_____   _____

SIGNATURE OVER PRINTED NAME   DATE