



Ceyline Holdings Pvt Ltd.

APPLICANT SCREENING FORM

| | | | |
|---|--|---|-----------------------------------|
| NAME OF APPLICANT: | | FOR HR USE ONLY: | |
| HOME TOWN: | | DATE OF INTERVIEW: | |
| AGE: | | JOB TITLE: | |
| PRESENT EMPLOYMENT STATUS: | | DEPARTMENT: | |
| | | COMPANY: | |
| FAMILY DETAILS: | | | |
| REASON FOR LEAVING: | | | |
| PERFORMANCE AT EMPLOYMENT TEST (where the applicant had faced an examination): (For HR use only) | | | |
| GUIDELINES ON SELECTION CRITERIA: | | | |
| CRITERIA | | MARKS (OUT OF 10) | |
| 01. APPEARANCE / PERSONALITY | | | |
| 02.COMMUNICATION SKILLS | | | |
| 03. EXPERIENCE REQUIRED FOR THE JOB | | | |
| 04.QUALIFICATION REQUIRED FOR THE JOB | | | |
| 05. INTEREST IN POSITION AND ORGANIZATION | | | |
| TOTAL INTERVIEW MARKS | | | |
| NOTICE PERIOD: | POSSIBLE DATE FOR COMMENCING WORK IF SELECTED: | OVERALL PERFORMANCE AT THE INTERVIEW: | |
| PRESENT SALARY: | | • MEETS JOB REQUIREMENT <input type="checkbox"/> | |
| EXPECTED SALARY: | | • DOES NOT MEET JOB REQUIREMENT <input type="checkbox"/> • OVER QUALIFIED FOR THE JOB <input type="checkbox"/> • SUITABLE FOR ANOTHER POSITION <input type="checkbox"/> | |
| Interview Conducted by | | | |
| | <i>1st Interviewer</i> | <i>2nd Interviewer</i> | <i>3rd Interviewer</i> |
| <i>Name & Sign</i> | | | |
| <i>Designation</i> | | | |
| <i>Date</i> | | | |
| DATE OF APPOINTMENT: | | AGREED SALARY: | |
| POSITION: | | BENEFITS: | |
| COMPANY NAME: | | | |
| APPROVAL: | | | |
| | | | |
| NAME: | DESIGNATION : | SIGNATURE: | DATE: |