



Name :					Date		
Position :					Job Requisition No.		
Mode of Interview :	<input type="checkbox"/>	<input type="checkbox"/>	Personal	<input type="checkbox"/>	Telephonic	<input type="checkbox"/>	Video conference
Technical Competencies			Expert	Competent		Trained	Poor
Domain knowledge							
Technical Expertise							
Project Management Techniques							
Estimation Techniques							
Knowledge of Quality Processes							
Knowledge of Risk Management							
Required Skill (Please mention required skill for the position & rate proficiency level on each of those skills)							
Behavioral Competencies (Please ref. overleaf for definition of competencies)			Competent		Trained	Not Rated	
Personal Effectiveness							
Client Orientation							
Communication Skills							
Flexibility							
Initiative							
Interpersonal understanding							
Ability to deal with ambiguity							
Team Leadership							
* If you are unable to evaluate any of the above competencies, please indicate it against the competency.							
Overall ranking of the candidate	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>
Panel Recommendations							
<input type="checkbox"/> Select <input type="checkbox"/> Hold <input type="checkbox"/> Reject							
Can be selected for - Position : _____ for _____ (SBU, Location)							
Any Other Comments							
Interviewer's Signature(s) with name (s) _____ Date : ____/____/____							
Name: 1. _____ 2. _____ 3. _____							
Dept Code :							
SBU head :							



Definition of behavioral competencies

Personal Effectiveness - Judgment on candidate's client interfacing skill based on:

- Overall personality (posture, body language, effectual presentation etc.)
- Confidence level (person's belief in his or her own capability to accomplish the tasks, reaching or forming decisions)

Client orientation - Focusing one's efforts on discovering and meeting client's needs.

Communication skill - Ability to present ideas or points in a clear and succinct manner, taking into consideration the audience and situation.

Flexibility - Ability to adapt to and work effectively with a variety of situations, individuals or groups, to understand and appreciate different and opposing perspectives on an issue, overall not a candidate with high rigidity in his belief & focus.

Initiative - Preference for taking action. It is doing more than what is required or expected. This could be judged based any completed event / incident / assignment wherein the candidate has gone beyond the assigned roles and responsibilities.

Interpersonal understanding - Ability to work & interact with people from variety of background effectively. May be judged based on the listening power, sensitivity to others, awareness of others' feelings, cross cultural sensitivity & related parameters.

Dealing with ambiguity - Ability to perform in uncertain situations when complete information might not be available. This also includes coping with uncertainties that are brought in by change in business conditions, technologies, work environment etc.

Team Leadership - Ability & intention to take a role as leader of a team or a group. Should be able to work with, motivate & lead people with diversified background.