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| **INTERVIEW EVALUATION FORM** |

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| 1. **CANDIDATE DETAILS** | | | | | |
| Candidate name |  | | | | |
| Position applying for: |  | | | Department: |  |
| Date of birth: |  | | | Marital status: |  |
| Dependents: |  | | | Nationality: |  |
| Family members working in UHP currently: | |  | | If yes, give details: |  |
| Visa status: |  | | | NOC available: |  |
| Can you drive? |  | | Do you have a valid driving licence of this country: | |  |
| Current salary and benefits |  | | | Expected salary and benefits |  |
| Notice period you need to give: |  | | | Any dates we need to know about: |  |
| Date of interview: |  | | | Name of interviewer: |  |

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| 1. **EVALUATION RECORD – how would you rate the candidate?** | | | | |
|  | **Excellent** | **Good** | **Average** | **Poor** |
| **Job knowledge** – does the candidate have relevant knowledge? |  |  |  |  |
| **Qualifications** – does the candidate have the relevant qualifications for the role? |  |  |  |  |
| **Experience –** does the candidate have the relevant experience to complete the required duties? |  |  |  |  |
| **Motivation** – did the candidate show motivation, drive and enthusiasm for the role? |  |  |  |  |
| **Company fit** – is the candidate the right personality fit for the Company? |  |  |  |  |
| **Communication** – did the candidate communicate well during the interview? Are they easily understood? |  |  |  |  |
| **OVERALL RATING** |  |  |  |  |

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| 1. **AGREED NEXT STEPS** |
| **RECOMMENDED: YES NOT RECOMMENDED: NO** |

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| 1. **MANAGEMENT APPROVAL** |
| **HUMAN RESOURCES:**  **SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **GENERAL MANAGER:**  **SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |