

NAME			POSITION APPLIED	
INTERVIEWER(S)			DATE OF INTERVIEW	
I - CANDIDATE BACKGROUND				
Highest Degree Attained	Institution Name		Year Graduated	
Relevant degrees and Certifications		Other relevant education or courses		
WORK EXPERIENCE				
Previous Employers	Relevant past positions	Skills acquired in previous jobs	Key achievements or projects	
1.				
2.				
3.				
4.				
5.				
II - SKILLS AND COMPETENCIES				
TECHNICAL SKILLS	1. _____ 2. _____ 3. _____			
SOFT SKILLS: (Check all that apply)	<input type="checkbox"/> Communication <input type="checkbox"/> Teamwork <input type="checkbox"/> Problem-solving <input type="checkbox"/> Leadership <input type="checkbox"/> Time Management <input type="checkbox"/> Adaptability			
III - JOB FIT AND MOTIVATION				
Why do you want to work with our company?				

What interests you about the role?				

IV - BEHAVIORAL QUESTIONS				
Tell me about a time you worked as part of a team. What role did you play?				

Describe a situation where you had to meet a tight deadline. How did you manage?				

Tell me about a time when you had a conflict with a colleague and how you resolved it.				

V - CULTURAL FIT				
What type of work environment do you thrive in?	Are you comfortable with flexibility or change in the workplace?			
_____	_____			
_____	_____			

VII - SALARY AND AVAILABILITY	
Expected Salary Range:	Notice Period (if applicable):
VII - SUMMARY/OVERALL IMPRESSION	
What is your Strenght?	What are your areas for improvement?

TO BE FILLED OUT BY THE HRD DEPARTMENT:		
FINAL RECOMMENDATION: <input type="checkbox"/> Hire <input type="checkbox"/> Consider for future roles <input type="checkbox"/> Do not hire	ENDORSED BY:	APPROVED BY:
	<div>HRD Department <small>(Signature over Printed Name)</small></div> DATE SIGNED:	<div>PRESIDENT / VICE-PRESIDENT</div> DATE SIGNED: