

**CONFIDENTIAL****INTERVIEW FORM (ADMINISTRATIVE STAFF)**

Applicant's Name, Surname: \_\_\_\_\_

Position applied: \_\_\_\_\_

Total job experience (year): \_\_\_\_\_

	Very Good	Good	Sufficient	Insufficient	Remarks
<b>1. Manners and appearance</b> (in terms of representing the university)					
<b>2. Level of knowledge and education required by the job</b>					
<b>3. Communication</b> (oral expression skills; attention/listening ability)					
<b>4. Teamwork</b> (interpersonal relations; conflict management)					
<b>5. Organisational skills</b> (time management; planning)					
<b>6. Sense of professional development</b> (ability to education and training; attitude towards performance evaluation)					
<b>7. Problem solving and decision making</b>					
<b>8. Computer skills</b>					
<b>9. English level</b>					

**GENERAL IMPRESSIONS:****RESULT:**

Job offer made       Future arrangement       Not suitable (Databank)

Possible date of start: \_\_\_\_\_ Salary expectation: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Signature/Date: \_\_\_\_\_