

CONFIDENTIAL**INTERVIEW FORM (ADMINISTRATIVE STAFF)**

Applicant's Name, Surname: _____

Position applied: _____

Total job experience (year): _____

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

GENERAL IMPRESSIONS:**RESULT:**☐

Job offer made

☐

Future arrangement

☐

Not suitable (Databank)

Possible date of start: _____

Salary expectation: _____

Interviewer: _____

Signature/Date: _____