**INTERVIEW EVALUATION FORM**

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| **Candidate Name** |  | **Interview Date** |  |
| **Position Applied** |  | **Interviewer** |  |

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| **Rating** | **1 – Very Poor** | **2 – Poor** | **3 – Average** | | **4 - Good** | | | **5 – Very Good** | | |
|  | | | | **Rating** | | | | | | |
| **1** | | **2** | **3** | | **4** | **5** |
| **Educational Background –** Does the candidate have the appropriate educational qualifications for this position? | | | |  | |  |  | |  |  |
| **Prior Work Experience –** Has the candidate acquire similar skills or qualification through past work experience? | | | |  | |  |  | |  |  |
| **Technical Skills –** Does the candidate have the technical skills necessary for this position? | | | |  | |  |  | |  |  |
| **Communications Skills –** How well is the candidate’s ability to express ideas & thought? How well is the candidate ability to interact with other parties? | | | |  | |  |  | |  |  |
| **Problem Solving & Analytical Thinking –** How is the candidate ability to analyze and solve problem related to their work? | | | |  | |  |  | |  |  |
| **Self Confidence & Leadership –** Does the candidate have the self confidence & leadership skills necessary for this position? | | | |  | |  |  | |  |  |
| **Teamwork –** How well is the candidate ability to work with other parties including conflicts with coworker? | | | |  | |  |  | |  |  |
| **Motivation –** Does the candidate have the strong motivation for the position? | | | |  | |  |  | |  |  |
| **Adaptability–** How did the candidate deal with some changes in the company or team? Does the candidate have the ability to think out of the box? | | | |  | |  |  | |  |  |
| **Strategic Thinking –** How is the candidate ability to think strategically towards an issue? Ask the candidate to describe the time when they saw the problems and took initiatives to correct it. | | | |  | |  |  | |  |  |
| **Customer Service –** How does the candidate handle the customer’s expectation, especially for the difficult ones? | | | |  | |  |  | |  |  |
| **Cultural Fit –** How does the candidate fit our company values (*AKHLAK – Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif*)? | | | |  | |  |  | |  |  |

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| **Notes from Interviewer** | **Signature** |
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| **Average Score** | **<3** – Below Expectation | **3** – Meet Expectation | **>3** – Exceed Expectation |
| **Final Recommendation:** | Rejected | Reserved | Accepted |