Date: ……………….

**General Information:**

Position to be Filled: ………........................

Availability on Organization Chart: Vacant Not Available

Reporting To: ………………….. Department: …………………………

**Interview Process:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Short List Candidates** | **Requirements Rating %** | | | | **Years of Experience** | **Additional Credits** | **Overall Rating %** | **Remarks** |
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**Selected Candidate:** ………………………………………….

**Justification for the Candidate Selection:**

…………………………………………………………………………………………

…………………………………………………………………………………………

**Interview Committee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Designation** | **Department** | **Signature** |
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**Initiated by: Reviewed by: Approved by:**

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**Line** **Department** **HR Department General Manager**

**Manager Manager**