



INTERVIEWER'S APPRAISAL FORM					
NAME :		DATE :		TIME :	REMARKS
POSITION APPLIED FOR :					
PHYSICAL APPEARANCE	Unpleasant appearance 1	Good physical condition, pleasant appearance 2	Appears fit, alert on self appearance 3	Especially energetic, appears in excellent condition 4	
PERSONAL TRAITS	Nervous, embarrassed 1	Stiff, uncomfortable 2	Comfortable, at ease 3	Unusually self-poised and composed 4	
CONFIDENCE	Shy, retiring, arrogant 1	Reasonably self-assured 2	Shows self-confidence 3	Unusually self-assured, inspires confidence 4	
EXPRESSION OF IDEAS	Unclear, illogical, speaks without thinking 1	Thoughts not well defined or expressed 2	Convincing, thoughts developed logically 3	Unusual ability to express ideas logically 4	
EDUCATION	Does not meet minimum educational requirements 1	Meets minimum educational requirements but not in same discipline 2	Meets educational requirements in right discipline 3	Meets educational requirements and has additional qualifications 4	
WORKING EXPERIENCE	No experience in related field 1	Has one (1) to five (5) years experience but not in related field 2	Has one (1) to five (5) years experience in related field 3	Has more than six (6) years experience in related field 4	
INITIATIVE	Does not ask questions at all 1	Average, asks only the standard routine questions 2	Asks good questions and shows enthusiasm 3	Shows good leadership ability and asks excellent questions 4	
MENTAL ALERTNESS	Dull, slow to grasp ideas 1	Understand but does little to discuss subject 2	Fairly attentive, express own thoughts 3	Unusually quick thinker, keen mind, grasps complex ideas 4	
MOTIVATION AND AMBITION	No drive, ambition limited 1	Little interest in development, seems satisfied 2	Interest and ambition fair, reasonable desire to work and develop 3	Ambitions high, future well planned, plan to succeed and grow 4	
TOTAL SCORE					
<u>STRENGTHS</u>			<u>WEAKNESSES</u>		
REMARKS:					
* RECOMMENDED FOR HIRE		* NOT RECOMMENDED		* KIV	
<u>NAME OF INTERVIEWER</u>			<u>SIGNATURE</u>		

Scale : 9 - 15 Poor 23 - 29 Good * Please indicate your selection (✓)
16 - 22 Average 30 - 36 Excellent