HR Form No. 03

**CEBU INSTITUTE OF TECHNOLOGY - UNIVERSITY**

Human Resource Department

N. Bacalso Avenue, Cebu City

**PANEL INTERVIEW RATING SCALE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Applicant |  | | |
| Position Applied |  | | |
| College |  | Department |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **FACTORS** | **RATING SCALE** | | | | | **COMMENTS** |
|  |  |  | | | | |  |
| 1 | Appearance and mannerisms | 1 | 2 | 3 | 4 | 5 |  |
| 2 | Manner of speaking | 1 | 2 | 3 | 4 | 5 |  |
| 3 | Physical condition | 1 | 2 | 3 | 4 | 5 |  |
| 4 | Ability to grasp ideas quickly | 1 | 2 | 3 | 4 | 5 |  |
| 5 | Ability to organize ideas | 1 | 2 | 3 | 4 | 5 |  |
| 6 | Ability to get along with others | 1 | 2 | 3 | 4 | 5 |  |
| 7 | Self-confidence / initiative and self-assertion | 1 | 2 | 3 | 4 | 5 |  |
| 8 | Reasoning and judgment | 1 | 2 | 3 | 4 | 5 |  |
| 9 | Possesses a high degree of emotional stability and maturity | 1 | 2 | 3 | 4 | 5 |  |
| 10 | Experience in work applied for | 1 | 2 | 3 | 4 | 5 |  |

**RECOMMENDATIONS**

|  |  |
| --- | --- |
| Unfavorable |  |
| For comparison with others |  |
| For hiring effective |  |

|  |  |
| --- | --- |
| Interviewer |  |
|  | **SIGNATURE OVER PRINTED NAME** |
| Date Interviewed |  |