|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Interviewer:** | | Yu Un Oppusunggu | | | **Date of Interview:** | 2 November 2021 | | | | | | |
| **Candidate Name:** | | Giga Adriel | | | **Position:** | Legal advisor | | | | | | |
| Interview evaluation forms are to be completed by the interviewer to rank the candidate’s overall qualifications for the position for which they have applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the scale below. | | | | | | | | | | | | |
| **Scale:** | **5** – Excellent | | **4** – Above Average | **3** – Average | | | **2** – Satisfactory | | | **1** – Unsatisfactory | | |
| **PART I** | | | | | | | | **Rating** | | | | |
| **5** | **4** | **3** | **2** | **1** |
| **Educational Background –** Does the candidate have the appropriate educational qualifications or training for this position?  **Comments**: Giga Adriel has good educational background and had good career in the legal profession. He has been exposed to both theoretical and practical sides of the law. Although he has yet specific knowledge on construction business, he has been trained to quickly catch up and should have no problem to understand the nuts and bolts of construction law for protecting Rapid’s interests. | | | | | | | |  |  |  |  |  |
| **Prior Work Experience –** Has the candidate acquired similar skills or qualifications through past work experiences?  **Comments**: His experience with corporate law will be beneficial for Rapid to grow further in the future. He has sufficient experience with government agencies to obtain licenses needed for his clients’ businesses. Having been working with clients of different kind of businesses should have ingrained flexibility and insights in him. | | | | | | | |  |  |  |  |  |
| **Technical Qualifications/Experience –** Does the candidate have the technical skills necessary for this position?  **Comments**: Giga has the legal knowledge and experience needed to become good in-house counsel. He should couple it with knowledge and insight on construction business. If Rapid decides to hire him, he should have no problem to quickly learn about them as an in-house counsel. | | | | | | | |  |  |  |  |  |
| **Candidate Interest –** How much interest did the candidate show in the position and the organization?  **Comments**: Giga is determined to switch career from associate in law firm to in-house counsel. He shows keen interest to join Rapid. However, it should be noted that currently he is also considering another offer from a mining company as in-house counsel. At this stage, as the breadwinner of his family, he seems to make his decision based on financial package offered. | | | | | | | |  |  |  |  |  |
| **Knowledge of Organization –** Did the candidate research the organization prior to the interview?  **Comments**: Giga has basic knowledge on Rapid and its business. He also has some friends or acquaintances among current employees. | | | | | | | |  |  |  |  |  |

**PART II**

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| --- | --- | --- | --- | --- | --- |
| **APPEARANCE** | **Excellent** | **Above Average** | **Average** | **Satisfactory** | **Unsatisfactory** |
| **5** | **4** | **3** | **2** | **1** |
| Dress – The way candidate dresses up for interview  **Comments**: Giga tried to dress properly for the interview. |  |  | X |  |  |
| Grooming – Overall the candidate looks from hair to toe  **Comments**: He looks decent. |  |  | X |  |  |
| Body Language – Posture, gesture, and movement  **Comments**: His body language showed that he was nervous. Mostly like this was due to his surprise that I his former lecturer was acting as the interviewer. However, I do not think this should be an issue. |  |  | X |  |  |
| Eye Contact – The way candidate looking directly  **Comments**: Aside from the note above, Giga showed good eye contact. |  |  | X |  |  |

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| --- | --- | --- | --- |
| **SUMMARY** | | | |
| **Overall Impression and Recommendation –** Summary of your perceptions of the candidate’s strengths/weaknesses. Final comments and recommendations for proceeding with the candidate. **Comments:** Giga shows good potential as legal advisor who can be a good team player for Rapid. | **Recommended** | **For Consideration** | **Not Recommended** |
|  |  |  |