

## INTERVIEW REPORT

Name of \_\_\_\_\_  
 Position \_\_\_\_\_  
 Interviewer / Designation \_\_\_\_\_

### Assessment Guide

<b>Education/Training</b> <input type="checkbox"/>	<b>Doesn't Meet Requirement</b>	<b>Needs More Training</b>	<b>Meets Job Requirement</b>	<b>Exceeds Requirement</b>
The candidate has necessary education and/or training required by the position.	0	1	2	3

  

<b>Technical Understanding</b> <input type="checkbox"/>	<b>Doesn't Meet Requirement</b>	<b>Needs More Training</b>	<b>Meets Job Requirement</b>	<b>Exceeds Requirement</b>
The candidate has demonstrated the understanding towards the company processes and is able to contribute accordingly as required by the position.	0	1	2	3

  

<b>Work Experience</b> <input type="checkbox"/>	<b>Doesn't Meet Requirement</b>	<b>Needs More Training</b>	<b>Meets Job Requirement</b>	<b>Exceeds Requirement</b>
The candidate has shown skills or knowledge gained from previous exposures that can contribute to the position.	0	1	2	3

  

<b>Supervisory Experience</b> <input type="checkbox"/>	<b>Doesn't Meet Requirement</b>	<b>Needs More Training</b>	<b>Meets Job Requirement</b>	<b>Exceeds Requirement</b>
The candidate has demonstrated the ability that he/she has experience to lead and guide others.	0	1	2	3

  

<b>Teamwork and Interpersonal Skills</b> <input type="checkbox"/>	<b>Doesn't Meet Requirement</b>	<b>Needs More Training</b>	<b>Meets Job Requirement</b>	<b>Exceeds Requirement</b>
The candidate shows ability to get along with people.	0	1	2	3

  

<b>Alertness</b> <input type="checkbox"/>	<b>Doesn't Meet Requirement</b>	<b>Needs More Training</b>	<b>Meets Job Requirement</b>	<b>Exceeds Requirement</b>
The candidate expresses interest in position and answers to the questions asked.	0	1	2	3

  

<b>Maturity and initiative</b> <input type="checkbox"/>	<b>Doesn't Meet Requirement</b>	<b>Needs More Training</b>	<b>Meets Job Requirement</b>	<b>Exceeds Requirement</b>
The candidate display clear judgement of thoughts and actions as required by the position.	0	1	2	3

  

<b>Growth Potential</b> <input type="checkbox"/>	<b>Doesn't Meet Requirement</b>	<b>Needs More Training</b>	<b>Meets Job Requirement</b>	<b>Exceeds Requirement</b>
The candidate shows capability of taking on more responsibility with adequate training.	0	1	2	3

  

<b>TOTAL:</b>				
<b>Overall Rating of Applicant</b>	<b>Doesn't Meet Requirement</b>	<b>Needs More Training</b>	<b>Meets Job Requirement</b>	<b>Exceeds Requirement</b>
The impression and confidence towards the candidate's ability to adapt and contribute to the team and the company.	0	1	2	3

**Other Remarks:** \_\_\_\_\_  
 \_\_\_\_\_

☐ Hire
 ☐ File for future openings
 ☐ Send regrets

**Suggest applications to be reviewed by:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**