

INTERVIEW REPORT

Name of _____
 Position _____
 Interviewer / Designation _____

Assessment Guide

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

| | | | | |
|---|---------------------------------|----------------------------|------------------------------|----------------------------|
| Technical Understanding <input type="checkbox"/> | Doesn't Meet Requirement | Needs More Training | Meets Job Requirement | Exceeds Requirement |
| 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 |

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

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

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

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

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

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

| | | | | |
|--|---------------------------------|----------------------------|------------------------------|----------------------------|
| TOTAL: | | | | |
| Overall Rating of Applicant | Doesn't Meet Requirement | Needs More Training | Meets Job Requirement | Exceeds Requirement |
| 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