**INTERVIEW EVALUATION FORM**

**FOR STAFF POSITION**

Candidate’s full name: ${ten\_khach\_hang} Employment type: ${employment\_fulltime\_check} Full-time ${employment\_casual\_check} Casual Labor

Desired position: ${ngay\_thang} Outlet/Department: ${dia\_chi}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of  interviewers | HR | N ${hr\_name} | Date | ${hr\_date} |
| LM | ${lm\_name} | Date | ${lm\_date} |
| Final | ${final\_name} | Date | ${final\_date} |

**Position requirements (Yêu cầu cơ bản cho vị trí này):**

1. Can work on holidays and weekends? (Có thể làm việc vào ngày lễ và cuối tuần không?) ${can\_work\_holidays\_yes} Yes ${can\_work\_holidays\_no} No
2. Can work different shifts? (Có thể làm các ca khác nhau không?) ${can\_work\_different\_shifts\_yes} Yes ${can\_work\_different\_shifts\_no} No
3. Can work split shifts? (Có sẵn sàng làm ca gãy không?) ${can\_work\_split\_shifts\_yes} Yes ${can\_work\_split\_shifts\_no} NoCan work overtime? (Có sẵn sàng làm thêm giờ không?) ${can\_work\_overtime\_yes} Yes ${can\_work\_overtime\_no} No
4. Can work late shift? (Có thể làm khuya không?) ${can\_work\_late\_shift\_yes} Yes ${can\_work\_late\_shift\_no} No
5. Required notice days/Báo trước bao nhiêu ngày: ${notice\_days}

Or/hoặc Available/Ngày sẵn sàng đi làm: ${available\_date}

1. Minimum salary expectation/Mức lương mong muốn: ${min\_salary} (USD/VND)

**Rate each point below from 1 to 10 (best)/Chấm điểm mỗi phần dưới đây từ 1-10 (cao nhất**): HR LM Final

*Note: LM = Line Manager/ Quản lý Trực tiếp*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Appearance & Attire/ Dung mạo & Trang phục**

*Candidate represents Phe La grooming standard (clothes, hair, make-up, body language, …)*

1. **English/ Tiếng Anh**

*Candidate demonstrates the ability to communicate effectively.*

1. **Chinese/ Tiếng Trung**

*Candidate demonstrates the ability to communicate effectively.*

1. **Japanese/ Tiếng Nhật**

*Candidate demonstrates the ability to communicate effectively.*

1. **Computer skills/ Kỹ năng vi tính**

*What software the candidate uses that will support their work.*

1. **Behavior during interview/ Ứng xử trong phỏng vấn**

*Candidate has proper attitude, manner, posture and eyes contact…*

1. **Characteristics/ Tính cách**

*Candidate possesses appropriate traits for service industry and for further development (outgoing, cooperative, attentive, confident, enthusiastic, maturi…)*

1. **Communication skills/ Kỹ năng giao tiếp**

*Candidate demonstrates the ability to articulate the answers or to initiate questions.*

1. **Motivation/ Động lực ứng tuyển**

*Candidate demonstrates a right motivation for the position and for Phe La through his/her knowledges of organization, reason of interest, level of commitment, …*

1. **Experience from previous jobs/ Kinh nghiệm từ công việc trước đây**

*Candidate has relevant experience/technical skills for the desired position.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

1. **Customer handling experience/ Kinh nghiệm giải quyết vấn đề với khách hàng**

*Give true experience about how candidate has handled unusual situation with customer, overcome complaint, exceeded their expectation…*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

1. **Flexibility/ Sự linh hoạt, mềm mỏng trong công việc**

*Ask how candidate reacts when being instructed to do work in an unusual way.*

*Evaluate if they react positively, do the work with sense of urgency and respect.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

1. **Teamwork/ Tinh thần tập thể**

*Ask how candidate enjoys team working, willing to take difficult tasks,*

*put team above individual.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Overall Score** |  |  |  |  |  |

|  |  |
| --- | --- |
| Average Score from 3  interview (total overall  scores and divide by 3) | **Unsatisfactory/ Không đạt □ Good/ Đạt □ Excellent/ Xuất sắc □**  1-52 53-104 105-130 |

**Recommended Action cccccc**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nhân sự**  *Human Resources* |  | | Sign/ Ký tên  Ngày ký:  *Date:* |
| Propose next step | **Highly recommend Recommend Do not recommend Hold Consider Other position**  □ □ □ □ □ | | |
| **Quản lý Trực tiếp**  *Line Manager* |  | Sign/ Ký tên  Ngày ký:  *Date:* | |
| Propose next step | **Highly recommend Recommend Do not recommend Hold Consider Other position**  □ □ □ □ □ | | |
| **Trưởng Bộ phận/ Trưởng Phòng/ Giám Đốc Khối/ Ban Giám Đốc**  *Head of Department/ Head of Division/CEO* |  | Sign/ Ký tên  Ngày ký:  *Date:* | |
| Propose next step | **Highly recommend Recommend Do not recommend Hold Consider Other position**  □ □ □ □ □ | | |
| **Phản hồi về thông tin tham khảo (thực hiện bởi NS/TBP)**/ *Reference feedback (Conducted by HR/ LM)*: | | | |