**INTERVIEW EVALUATION FORM**

**FOR STAFF POSITION**

Candidate’s full name: ${name} Employment type: ${ft} Full-time ${cl} Casual Labor

Desired position: ${pos} Outlet/Department: ${dept}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of  interviewers | HR | N ${hr1} | Date | N ${hr2} |
| LM | ${lm1} | Date | N ${lm2} |
| Final | ${f1} | Date | N ${f2} |

**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?) ${q1y} ${q1n}
2. Can work different shifts? (Có thể làm các ca khác nhau không?) ${q2y} ${q2n}
3. Can work split shifts? (Có sẵn sàng làm ca gãy không?) ${q3y} ${q3n}
4. Can work overtime? (Có sẵn sàng làm thêm giờ không?) ${q4y} ${q4n}
5. Can work late shift? (Có thể làm khuya không?) ${q5y} ${q5n}
6. Required notice days/Báo trước bao nhiêu ngày: ${nd}

Or/hoặc Available/Ngày sẵn sàng đi làm: ${ad}

1. Minimum salary expectation/Mức lương mong muốn: ${ms} (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*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ${hc1} |  | ${lc1} |  | ${fc1} |
|  |  |  |  |  |
| ${hc2} |  | ${lc2} |  | ${fc1} |
|  |  |  |  |  |
| ${hc3} |  | ${lc3} |  | ${fc3} |
|  |  |  |  |  |
| ${hc4} |  | ${lc4} |  | ${fc4} |
|  |  |  |  |  |
| ${hc5} |  | ${lc5} |  | ${fc5} |
|  |  |  |  |  |
| ${hc6} |  | ${lc6} |  | ${fc6} |
|  |  |  |  |  |
| ${hc7} |  | ${lc7} |  | ${fc7} |
|  |  |  |  |  |
| ${hc8} |  | ${lc8} |  | ${fc8} |
|  |  |  |  |  |
| ${hc9} |  | ${lc9} |  | ${fc9} |
|  |  |  |  |  |
| ${hc10} |  | ${lc10} |  | ${fc10} |
|  |  |  |  |  |

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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ${hc11} |  | ${lc11} |  | ${fc11} |

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…*

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| --- | --- | --- | --- | --- |
| ${hc11} |  | ${lc12} |  | ${fc12} |

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.*

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| --- | --- | --- | --- | --- |
| ${hc13} |  | ${lc13} |  | ${fc13} |

1. **Teamwork/ Tinh thần tập thể**

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

*put team above individual.*

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| --- | --- | --- | --- | --- | --- |
| **Overall Score** | **${hts}** |  | **${lts}** |  | **${fts}** |

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

**Recommended Action cccccc**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nhân sự**  *Human Resources* | ${hact} | | Sign/ Ký tên  Ngày ký:  *Date:* |
| Propose next step | **Highly recommend Recommend Do not recommend Hold Consider Other position**  ${h\_hr} ${h\_rc} ${h\_dr} ${h\_hc} ${h\_op} ${h\_opd} | | |
| **Quản lý Trực tiếp**  *Line Manager* | ${lact} | Sign/ Ký tên  Ngày ký:  *Date:* | |
| Propose next step | **Highly recommend Recommend Do not recommend Hold Consider Other position**  ${l\_hr} ${l\_rc} ${l\_dr} ${l\_hc} ${l\_op} ${l\_opd} | | |
| **Trưởng Bộ phận/ Trưởng Phòng/ Giám Đốc Khối/ Ban Giám Đốc**  *Head of Department/ Head of Division/CEO* | ${fact} | Sign/ Ký tên  Ngày ký:  *Date:* | |
| Propose next step | **Highly recommend Recommend Do not recommend Hold Consider Other position**  ${f\_hr} ${f\_rc} ${f\_dr} ${f\_hc} ${f\_op} ${f\_opd} | | |
| **Phản hồi về thông tin tham khảo (thực hiện bởi NS/TBP)**/ *Reference feedback (Conducted by HR/ LM)*: ${rf} | | | |