**Interview Observation Sheet**

(Please return completed copy to HR, Each Interviewer to fill a separate evaluation)

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| --- | --- |
| Candidate Name: | Position: |
| Total Experience: | Relevant Experience: |
| Mode of Interview: |  |

**Interview Performance:**

Rating is on a continuous scale of 1-5 (5-Outstanding; 4-Excellent; 3-Good; 2-Average; 1-Poor)

**Behavioural Assessment:**

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| --- | --- | --- |
| **Traits** | **Definition** | **Ratings** |
| Technical Skills & Knowledge | Knowledge of Concepts, Quality of experience in relevant areas (As applicable) |  |
| Analytical Skills | Logic of presenting opinions & views, interpretation of information, mental alertness |  |
| Communication Skills | Power of expression, Method & manner of speech, Presentation of Views |  |
| Potential | Ability to advance & shoulder greater responsibilities, includes maturity, initiative, Drive & Sincerity |  |
| **Overall** | **Not an average of the above ratings. Whether the above applicant matches the requirements of position.** |  |

**Technical Assessment:**

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| **Skill** | **Description** | **Rating** |
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| **Remarks of the Interview Panel Member:** |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Make offer |  | Interview further |  | Hold/Waitlist |  | Reject | |

Name of Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_