**INTERVIEW RATING SHEET - ACADEMY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date: \_\_\_\\_\_\_\\_\_\_\_\_\_** |  | **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |
| **Position / Tech Skill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Applied Through: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Aptitude Test** | **Score** | **Written** | **Score** |  |  |
| **Communication** |  |  |
|  |  |  |  |  |
|  | **/ 20** |  | **/ 20** |  |  |
|  |  |  |  |  |  |

**Interview Evaluation Grid**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Criteria** |  | **1** |  | **2** |  | **3** |  | **4** |  | **5** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Unacceptable** | |  | **Marginal** |  | **Acceptable** |  | **Above** | **Outstanding** | |  |
|  |  |  |  |  |  |
|  |  |  |  |  | **Average** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **RATING** |  | **TP** | **HR** | **TP** | **HR** | **TP** | **HR** | **TP** | **HR** | **TP** | **HR** |  |

1. **Educational Relevance**
2. **Relevant Technical knowledge**
3. **Communication**

**Listening**

**Comprehension**

**Speaking**

1. **Analytical & Logical Thinking**
2. **Learning Ability**
3. **Attitude**
4. **Team Player**
5. **Personality**
6. **Commitment**

**Rating By:**

**TP – Technical Personal HR – HR – Personal**

**Any Other Observation and Comments: (Technical) – (Personal)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sig: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any Other Observation and Comments: (HR) – (Personal)**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sig:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internal Approval:**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sig:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**