 **Interview Assessment Form - A Level**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name :** |  | Manasi | | | **Date** | | | | | | 18/12/2021 | | | | |
| **Position:** |  |  | | | |  | | | | **Job Requisition No.** | | | |  | |
| **Mode of Interview:** | |  |  | Personal | |  | | Telephonic | |  | | MICROSOFT TEAMS - Yes | | | |
| **Technical Competencies** | | | | | | | **Expert** | | **Competent** | | | | **Trained** | | **Poor** |
| Technology proficiency | | | | | | |  | | Competent | | | |  | |  |
| Domain expertise | | | | | | |  | | Competent | | | |  | |  |
| Design skill | | | | | | |  | | Competent | | | |  | |  |
| Estimation skill | | | | | | |  | | Competent | | | |  | |  |
| Testing Skill | | | | | | |  | | Competent | | | |  | |  |
| Knowledge of Quality Processes | | | | | | |  | | Competent | | | |  | |  |
| **Required Skill**  (Please mention required skill for the position & rate proficiency level on each of those skills) | | | | | | |  | |  | | | |  | |  |
| COBOL | | | | | | |  | | 7/10 | | | |  | |  |
| DB2 | | | | | | |  | | 7/10 | | | |  | |  |
| CICS | | | | | | |  | | 3/10 | | | |  | |  |
| JCL | | | | | | |  | | 7/10 | | | |  | |  |
| VSAM | | | | | | |  | | 7/10 | | | |  | |  |
| **Behavioral Competencies**  (Please ref. overleaf for definition of competencies) | | | | | | | **Competent** | | | | | | **Trained** | | **Not Rated** |
| Personal Effectiveness | | | | | | | Competent | | | | | |  | |  |
| Communication Skills | | | | | | | Competent | | | | | |  | |  |
| Ability to work with others  (Interpersonal skills) | | | | | | |  | | | | | | Competent | |  |
| Ability to deal with ambiguity | | | | | | | Competent | | | | | |  | |  |
| Creativity | | | | | | | Competent | | | | | |  | |  |
| Initiative | | | | | | | Competent | | | | | |  | |  |
| Analytical Thinking | | | | | | | Competent | | | | | |  | |  |
| *\* If you are unable to evaluate any of the above competencies, please indicate it against the competency.*  Overall ranking of the candidate Excellent Good Fair Poor | | | | | | | | | | | | | | | |
| **Panel Recommendations** | | | | | | | | | | | | | | | |
| Select Hold Reject | | | | | | | | | | | | | | | |
| **Any Other Comments**  Has fair overall knowledge.  But it appeared **she has attitude issues**. | | | | | | | | | | | | | | | |
| **Interviewer’s Signature(s) with name (s)** Date : \_18/12/2021  Name : Sandeep Kumar N  Dept Code : Senior Specialist – Software Engineering | | | | | | | | | | | | | | | |
| **SBU head :** | | | | | | | | | | | | | | | |

 **Interview Assessment Form - A Level**

**Definition of behavioral competencies**

**Personal Effectiveness -** Judgment on candidate’s customer interfacing skill based on:­

|  |
| --- |
| * Overall personality (posture, body language, effectual presentation etc.) |
| * Confidence level (person’s belief in his or her own capability to accomplish the tasks, reaching or forming decisions) |
| * Flexibility (ability to adapt to and work effectively with a variety of situations, individuals or groups, to understand and appreciate different and opposing perspectives on an issue, overall not a candidate with high rigidity in his belief & focus) |
| * Customer orientation (focusing one’s efforts on discovering and meeting the customer’s or client’s needs) |
| * Overall aptitude level of the candidate |

**Communication skill** - Ability to present ideas or points in a clear and succinct manner taking into consideration the audience and situation.

**Creativity -** Ability to generate novel and useful ideas, solutions towards facing problems & challenges.

**Interpersonal skills -** Ability to work & interact with people from variety of background effectively. This may be judged based on the listening power, sensitivity to others, awareness of others’ feelings, cross cultural sensitivity & related parameters.

**Dealing with ambiguity -** Ability to perform in uncertain situations when complete information might not be available. This also includes coping with uncertainties that are brought in by change in business conditions, technologies, work environment etc..

**Analytical thinking** - Ability to understand a situation based on the available information / data. It includes organizing the parts of a problem or a situation in a systematic way; making comparisons of different features; setting priorities on a rational basis; identifying time sequences, causal relationships etc to reach a solid solution.

**Initiative** - Preference for taking action. It is doing more than what is required or expected. For a fresher, this could be judged based on any completed event / incident / assignment wherein the candidate has gone beyond the assigned roles and responsibilities.

