

2021/22 Administrative Officer Recruitment Exercise
Preliminary Interview Assessment Form

Name _____

Candidate No. _____

Description	Full Marks	<i>Passing Marks</i>	Score
(I) Personality			
1. Manners, bearings and disposition	8	4	
2. Resilience and decisiveness	8	4	
3. Receptiveness to ideas different from his/her own	6	3	
(II) Intelligence and Knowledge			
4. Intelligence	18	9	
5. Common sense and breadth of knowledge	16	8	
6. Originality and creativity	12	6	
7. Political acumen and social awareness	12	6	
(III) Communication			
8. Proficiency in English (oral)	10	5	
9. Proficiency in Chinese (oral)	10	5	
Overall Score:	100	50	

Name: _____

Candidate No.: _____

Strengths

Weaknesses

Comments and Areas to be Further Tested (If Applicable)

Signature _____

Date _____

2021/22 Administrative Officer Recruitment Exercise
Group Discussion Exercise Assessment Form

Name _____

Candidate No. _____

Description	Full Marks	Passing Marks	Score
(I) Discussion related aspects			
1. Teamwork and social skills	12	6	
2. Positive contribution to the discussion	10	5	
3. Willingness to take and maintain his/her stance	6	3	
4. Receptiveness to ideas different from his/her own	6	3	
5. Drive and commitment	6	3	
(II) Intelligence and Knowledge			
6. Intelligence	12	6	
7. Common sense and breadth of knowledge	12	6	
8. Originality and creativity	8	4	
9. Political acumen and social awareness	8	4	
(III) Communication			
10. Proficiency in English (oral) and communication skills	10	5	
Overall Score:	90	45	

<u>Comments</u>
<u>Areas to be Further Tested in the Final Interview</u>

2021/22 Administrative Officer Recruitment Exercise
Final Interview Assessment Form

Name _____

Candidate No. _____

Description	Full Marks	Passing Marks	Score
(I) Personality			
1. Manners, bearings and disposition	6	3	
2. Drive and commitment	8	4	
3. Resilience and decisiveness	6	3	
4. Receptiveness to ideas different from his/her own	6	3	
(II) Intelligence and Knowledge			
5. Intelligence	14	7	
6. Common sense and breadth of knowledge	14	7	
7. Originality and creativity	10	5	
8. Political acumen and social awareness	10	5	
(III) Communication			
9. Proficiency in English (oral)	8	4	
10. Proficiency in Chinese (oral)	8	4	
Overall Score :	90	45	

Name: _____

Candidate No. _____

Comments

Appointment Recommended	Appointment NOT Recommended

Signature _____

Date _____