HiQuSystems Pvt. Ltd. 

INTERVIEW EVALUATION FORM

Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Purpose -*** This evaluation form is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

***Rating Key – Excellent: 9-10; Good: 7-8; SATISFACTORY: 5-6; Not Satisfactory: 3-5***

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA/COMMENTS** | **Comments**  (Be very specific; support your rating) | | **Ratings** |
| **Education/Training**  (Relevant to position) |  | |  |
| **Experience**  (As it relates to the position) |  | |  |
| **Technical Requirements** (Technical expertise to perform the job functions) |  | |  |
| **Interpersonal Skills & Communication Skills**  (Written & verbal) |  | |  |
| **Presentation**  (Promptness, Appearance, confidence etc) |  | |  |
| **Problem Solving/ Decision Making Skills** |  | |  |
| **Computer Skills**  (To perform the duties of the position) |  | |  |
| **Team Work/Leadership Qualities** |  | |  |
| **Adaptability/Flexibility**  **(**Ability to adjust easily to everyday changing situations with regards to workload and deadlines) |  | |  |
| **Other Job Related Criteria**  (specify) |  | |  |
| **OVERALL COMMENTS:** |  | | **Total Score** |
| **HIRE** | **SHORTLIST** | **NOT RECOMMENDED** | |
| **Expected Salary:** | **Offered Salary:** | **Availability:** | |
| **GENERAL MANAGER COMMENTS:** | | | |

**Interviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HR’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GM’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CEO’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(If Applicable)