**CANDIDATE INTERVIEW FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name |  | Date |  |
| Expected Position |  | Final Value |  |
| Department |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Criteria** | **Deficient** | **Below Standard** | **Meets Expectation** | **Above Standard** | **Outstanding** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** |
| 1. | Education | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 2. | Work Experiences | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 3. | Attitude | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 4. | Appearance | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 5. | Motivation | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 6. | Communication Skill | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 7. | Eagerness to Learn | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 8. | Team work | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 9. | Leadership | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 10. | Work under pressure | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 11. | Work on Deadline | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 12. | Willingness to take more responsibilities | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 13. | Willingness to be placed anywhere | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 14. | Open to feedback | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 15. | Knowledge | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 16. | Creativity | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 17. | Ability to work independently | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 18. | Initiative | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 19. | Effective problem solving skills | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |
| 20. | Other Skills | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |  |

|  |  |  |
| --- | --- | --- |
| Comments  | Conclusion | Interviewer Name/Position/Signature |
| 🞏 Accepted🞏 Rejected | 🞏 Next Test/Interview🞏 Waiting List |