

Interview Evaluation Report

Date	Name interviewer
2010	

PERSONAL INFORMATION CANDIDATE

Name	
Date of Birth	
Nationality	
Home location	
Highest Education	

APPLIED FOR

Position	
Manager	
Department	
Work location	

PROFILE CANDIDATE

If the candidate presents the following qualities ➡ cross the corresponding box & motivate !

Rational	<input type="checkbox"/> High <input type="checkbox"/> Average <input type="checkbox"/> Low :
Procedural	<input type="checkbox"/> High <input type="checkbox"/> Average <input type="checkbox"/> Low :
Practical	<input type="checkbox"/> High <input type="checkbox"/> Average <input type="checkbox"/> Low :
Analytic	<input type="checkbox"/> High <input type="checkbox"/> Average <input type="checkbox"/> Low :
Relational	<input type="checkbox"/> High <input type="checkbox"/> Average <input type="checkbox"/> Low :
Process orientated	<input type="checkbox"/> High <input type="checkbox"/> Average <input type="checkbox"/> Low :

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Client service <input type="checkbox"/> Evidence of loyalty to a company <input type="checkbox"/> Listening skills <input type="checkbox"/> Continuous learning <input type="checkbox"/> Adaptability <input type="checkbox"/> Result orientated <input type="checkbox"/> Business development | <ul style="list-style-type: none"> <input type="checkbox"/> Strategic skills <input type="checkbox"/> Sensitivity and confidence <input type="checkbox"/> Ability to find solutions <input type="checkbox"/> Management skills <input type="checkbox"/> Innovation and knowledge sharing <input type="checkbox"/> Team player <input type="checkbox"/> Technical expertise |
|---|---|

SOCIAL ABILITIES & CHARACTERISTICS

Personality & Presentation	
Verbal capabilities	
Aspects of behaviour & Attitude	
Flexibility	

INTERVIEW REPORT

Relevant experience	
Management experience	
Advantages for the job	
Disadvantages for the job	
Professional Training	
Language skills	

SALARY & BENEFITS

Current Salary	
Salary Expectations	
Secondary Labour Conditions	
Benefits	
Notice Period	

NOTES & CONCLUSION

- Reference 1 check Reference 2 check Diploma check

<input type="checkbox"/> Below expectations	<input type="checkbox"/> Benefit to Position	<input type="checkbox"/> Very Good Candidate
GENERAL CONCLUSION		
<input type="checkbox"/> CANCEL	<input type="checkbox"/> ON HOLD	<input type="checkbox"/> CONTINUE

INTERVIEW QUESTIONS



