

INTERVIEW ASSESSMENT SHEET

Source:

Name of the Candidate:

For the post of:

Date of First Interview: ____ / ____ / ____ Date of Second Interview: ____ / ____ / ____

Name of the First Interviewer: HR ☐ Other ☐ Name & Designation

GENERAL ASSESSMENT

(Please tick on the relevant option)

	Excellent	Good	Average	Poor
Overall Personality (Appearance, Mannerism)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills(Language, Clarity, Presentation, Organization of thoughts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Brilliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Knowledge & Expertise (Theoretical in case of freshers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selling / Marketing Skills, if relevant for profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convincing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness on relevant current affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Proficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perceived stability in SPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IF EXPERIENCED

(Please tick on the relevant option)

	Excellent	Good	Average	Poor
Duration of Experience vis-a-vis expected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stability in Previous Jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product/Field Knowledge for the position applied for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Lead and Manage a Team, if relevant for profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Present Employer	Present Salary (per month)
Reimbursement of Mobile Expenses	Reimbursement of Conveyance Expenses
Expected Salary	Is candidate willing to relocate?

General Comments:

Name of the Second Interviewer: (also to include any variation from above assesment)

General Comments:

Name of the Third Interviewer: (also to include any variation from above assesment)

General Comments:

Conclusion (Please tick)	Selected	On Hold	Rejected (Reason)
--------------------------	----------	---------	-------------------

Other Details (If Selected)

Joining Date & Location	Designation	Rep Manager	A.) Monthly CTC (All Inclusive)
			B.) Monthly CTC Rs. _____ plus Mobile _____&Conveyance _____

Signature of the Second Interviewer:

APPROVED BY

Name :

Designation:

Date:

Signature: