

Interview Assessment Form

Name of candidate: _____

#	Criteria	Excellent (4)	Good (3)	Average (2)	Poor (1)
1.	Appearance: neatness & proper attire				
2.	Comportment (manner, behaviour, attitude)				
3.	Punctuality				
4.	Tone of voice				
5.	Confidence				
6.	Ability to understand & answer questions				
7.	Knowledge				
8.	Problem solving abilities				
9.	Communication skills				
10.	Ability to work in a team				
11.	Ability to handle pressure & multitask				
12.	Adapt to situations, flexibility				
13.	Creativity, ideas				
14.	Handle difficult situations				
15.	Command of English - spoken				

Command of written English ([lowest] 1-10 [highest]): _____

Computer-MSO skills: Advanced Intermediate Beginner

Willingness to work long hours/weekends: Yes No

Other comments:

Total rating: _____

Accepted

Rejected

Date commences work: _____

Name of interviewer: _____

Signature: _____

Date: _____