**Interview Form**

Confidential Document – For Internal Use Only

**Section 1: Candidate Information**

|  |  |
| --- | --- |
| **Field** | **Description** |
| Full Name |  |
| Position Applied For |  |
| Date of Interview |  |
| Interview Panel Members |  |
| Source of Application | ☐ Vacancy Announcement ☐ Recommendation ☐ Internal Promotion ☐ Other: \_\_\_\_\_\_ |

**Section 2: Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Rating (0–5)** | **Comments** |
| Academic Qualifications |  |  |
| Professional Experience |  |  |
| Technical Competencies |  |  |
| Communication Skills |  |  |
| Interpersonal Skills |  |  |
| Problem-Solving Ability |  |  |
| Presentation / Practical Test (if applicable) |  |  |
| Cultural Fit & Professionalism |  |  |
| Knowledge of Role Requirements |  |  |
| Overall Impression |  |  |

**Rating Scale**:

* 0 = Not Demonstrated
* 1–2 = Below Expectations
* 3 = Meets Expectations
* 4–5 = Exceeds Expectations

**Section 3: Panel Recommendation**

|  |  |
| --- | --- |
| **Field** | **Description** |
| Final Recommendation | ☐ Recommended for Hire ☐ Hold for Further Review ☐ Not Recommended |
| Justification |  |

**Section 4: Panel Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |