

Interview Evaluation Sheet

Name of the candidate:		Date Of Interview:	
Date of Birth		Position shortlisted for	
Total Experience		Relevant Experience	

Family Details:

Parents :	
Spouse:	
Children :	
Siblings :	
Concerns if any:	Particularly related to job of any family members with Govt. / Advocate

Academic Qualifications:

Examination	Board / Univ	Year	Grade	Medium of instruction

Work Experience:

Organisation	Designation	Reason for change	Remarks
Name: Turnover: Handled by self : Reporting to: No of Reportees:			
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Name: Turnover: Handled by self : Reporting to: No of Reportees:			

Current CTC:

Expected CTC:

Post Interview Evaluation

a) To be filled in by HR

	Max. Weightage	HR	Remarks
Qualification	10		
Post-Graduation	5		
Preferred industry	5		
No. of years of relevant experience	10		
Personality	10		
Communication	10		
Stability	10		
Team work / Interpersonal Skills	10		
Total (a)	70		

b) Interviewers other than HR shall interview on below criteria only (Skills Matrix Scale of 0-5, 0= lowest, 5 = highest)

Skills	Weightage	Min. required	Max. required	HR	Int1	Int1
	15 %	4	5			
	15 %	4	5			
	15 %	4	4			
	7.5 %	3	5			
	7.5 %	3	5			
Total (b)	60 %	18	25			

c) Overall Observations

	HR	Interviewer 1	Interviewer 2
Strengths			
Weakness			
Overall Rating	HR	Interviewer 1	Interviewer 2
Poor / Average / Good / Outstanding			
Total Weightage : (a+b) = _____ (Minimum 70% required to shortlist the candidate)			
HR (Name & Sign)	Interviewer 1(Name & Sign)	Interviewer 2 (Name & Sign)	