

**CHIP Training & Consulting (Pvt) Ltd
INTERVIEW ASSESSMENT SHEET (AS)**

Candidate's Name	
Father / Husband name	
Position	
UC	(Area Code)
CNIC Number	(Contact Number)
Date of Birth	(CNIC Exp Date)
Tribe/Cast	(Mother Tongue)
Current Address	
Martital Status	
Date of Interview	

Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether she/he properly dressed up for the interview=2, Not=0	2		
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3		
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5		
Experience	Relevant Experience as per TORs and general experience	One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2	5		
Job Competence Assessment	Competence assessment through scenario based questions taken from ToRs	Ask 5 scenario based questions relevant to the position, (2 marks each * 5 questions)	10		
Job Knowledge	Knowledge of the position and ToRs s/he has applied for	Ask three questions on the job position and ToRs (2 marks each*3 questions)	6		
Computer Proficiency	Competence assessment through scenario based questions taken from ToRs	Ask 3 scenario based questions relevant to the position, (2 marks each * 3 questions)	6		
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5		
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8		
Total Score			50		

Overall Remarks	
Interviewer's Signature	
Interviewer's Name	