

4:30 PM

| CHIP Training & Consulting (Pvt) Ltd | | | | | |
|--------------------------------------|---|---|------------|---------------|-----------------|
| INTERVIEW ASSESSMENT SHEET | | | | | |
| Candidate's Name | Mehwish Ali | | | | |
| Position | Expert Writer | | | | |
| Date of Interview | 26-Jan-2023 | | | | |
| Areas of Assessment | Guiding Points | Marking Criteria | Max Marks* | Marks Awarded | Remarks, if any |
| Personality | Appearance, Dressing | Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0 | 2 | 2 | |
| Conduct during Interview | General conduct/Communication with coordinators and penal members | Satisfactory=3, Normal=1, Poor=0 | 3 | 3 | |
| Qualification | Relevant qualification as per TORs or Master level qualification however not relevant | Relevant Qualification= 5, Not Relevant= 2 | 5 | 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 | 1 | |
| 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 | 5 | |
| 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 | 3 | |
| 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 | 3 | |
| Personal Attributes | Competencies (Integrity, ambition, initiative, learning aptitude) | As per Panel members judgment | 5 | 4 | |
| Communication Skills | Effectively expressing and conveying Ideas in response to questions | Ask questions on strength and weaknesses & mark accordingly | 8 | 7 | |
| Total Score | | | 50 | | |
| Overall Remarks | can be hired salary range is ok. (*) | | | | |
| Interviewer's Signature | LUB NA HASMAT | | | | |
| Interviewer's Name | LUB NA HASMAT | | | | |