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Revision Date: 00

Title: Interview Assessment Sheet

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INTERVIEW ASSESSMENT SHEET

Candidate's Name	M. Rafique				
Position	Office Assistant				
Date of Interview					
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	1	
Conduct during Interview	General conduct/Communication with coordinators and panel members	Satisfactory=3, Normal=1, Poor=0	3	2	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	3	
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	4	
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	7	
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	3	
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	Potential candidate and hardwork potential				
Interviewer's Signature					
Interviewer's Name	Agha				