TRAINING &
CONSULTING

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	*Muhammad Azeem*				
Position	*UCPO Dist Khyber, SPen Qabal*				
Date of Interview	*3rd June, 2021*				
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		
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	*not qualified.*				
Interviewer's Signature	*Ayesha Naeem*				
Interviewer's Name	*Ayesha Naeem.*				

Residence — Speen Qabal

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CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name		M. Jawad.			
Position		UCPO Speen Qabar /any UC of Khyber.			
Date of Interview		3rd June, 2021			
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	2	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	5	B.BA Hons (from a)
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	8	
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	4	
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	2	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	6	36
Total Score			50		
Overall Remarks	– Good Program related Knowledge. – Good Communication Skills. – Good Comp related Skills.				
Interviewer's Signature	– Have idea about SoP's & ToRs.				
Interviewer's Name			Ayesha Naeem.		