


CHIP Training & Consulting (Pvt) Ltd
INTERVIEW ASSESSMENT SHEET

Candidate's Name	Irfan Kareem				
Position	TPO - Dairabam				
Date of Interview	13 th March 2020				
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	MBA Finance.
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	→ 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	→ 4	
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	→ 2	
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	→ 4	
Total Score			50		
Overall Remarks	Usehodwom Total Exp ⇒ 8.5 years ⇒ 6 years UCPW 4 years & 2 years				
Interviewer's Signature					
Interviewer's Name	Saira Nisar ⇒ 2.5 years				

⇒ seems under confident

development & accounting Exp

⇒ Below average data management skill

Reserve