**INTERVIEW SHEET**

**Date:** 15-04-2019

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| Referred By: | **Andrew** |
| Name of the Candidate: | **Mathew** |
| Interview for: | **Customer Support Executive** |

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| --- | --- | --- | --- | --- |
| **GENERAL ASSESSMENT** | (Please tick on the relevant option) | | | |
| **Excellent** | **Good** | **Average** | **Poor** |
| Communication Skills | ☐ | √ | ☐ | ☐ |
| Attitude | ☐ | √ | ☐ | ☐ |
| Level of Interest | ☐ | ☐ | √ | ☐ |
| Knowledge of Job/Company | ☐ | √ | ☐ | ☐ |
| Listening Skills | ☐ | √ | ☐ | ☐ |
| Academic Brilliance | √ | ☐ | ☐ | ☐ |
| Convincing Ability | ☐ | √ | ☐ | ☐ |
| Computer Proficiency | ☐ | ☐ | ☐ | ☐ |
| Answers focused on Strengths | ☐ | √ | ☐ | ☐ |
| Overall Appearance | ☐ | ☐ | ☐ | ☐ |

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| **IF EXPERIENCED** | | (Please tick on the relevant option) | | | |
| **Excellent** | **Good** | **Average** | **Poor** |
| Relevance of Experience | | ☐ | √ | ☐ | ☐ |
| Stability in Previous Job | | ☐ | √ | ☐ | ☐ |
| Ability to Lead and Manage a Team | | ☐ | √ | ☐ | ☐ |
| Field Knowledge for the position applied | | ☐ | √ | ☐ | ☐ |
| Present Employer: | ABC Company | Present salary: | | 2.8 CTC | |
| Expected Salary: | 3.5 CTC | If any Notice Period: | | Yes ☐ No √ | |
| Willing to Relocate? | Yes √ No ☐ | | | | |