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| --- | --- | --- | --- | --- | --- |
| **Candidate Name** |  | | | | |
| **Position/ Designation** | **:** |  | **Department** | **:** |  |
| **Interview Date** | **:** |  | **Source** | **:** |  |

*To be filled by Interviewer*

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| **Attributes** | **Description** | | **Poor** | **Satisfactory** | | **Good** | **Excellent** |
| Personality | Presentable, Well groomed, Confidence, Smartness, Pleasant, Energetic and physical fitness | |  |  | |  |  |
| Family Background | Guardian/Direct relative’s occupation, Family and social status. | |  |  | |  |  |
| Educational Background | Meets the educational expectation towards job requirement, Significant consistency/ improvement in academic records. | |  |  | |  |  |
| Skill Sets | Skills acquired through education or training/certification and/or experience. Consider- Job related skills / Technical skills / Computer Proficiency – as applicable | |  |  | |  |  |
| Interpersonal Skills | Articulate clearly with positive impact, Displays clarity of Communication Skills, Listening skills, Empathetic | |  |  | |  |  |
| Integrity | Break in Service/Gap between employments (if any) justified, Break in Service/Gap between employments (if any) justified, in any context in past. Follower of moral values and system. | |  |  | |  |  |
| Service Orientation | Sociable, Solution oriented, Willingness to support, Accommodative | |  |  | |  |  |
| Perseverance | Adaptability, Less frequent job change, Handled personal setbacks (if any) in life with tenacity, Learns from experiences. | |  |  | |  |  |
| Goal Focus | Consistent performance track records, Demonstrates drive and initiative to self improvement | |  |  | |  |  |
| Cultural Fitment | Fitment to Groups values and visions | |  |  | |  |  |
| **Overall Remarks** | **Does not meet the expectation** | **Meets the expectation** | | | **Exceeds the expectation** | | |

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| **Interviewer Name & Signature** |  |

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| **Interviewer Remarks:** |
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***For HR use only***

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| **Current Salary** |  | **Expected Salary** |  | **Offered Salary** |  |
| **Offered Designation** |  | **Probation Period** |  | **Notice Period** |  |
| **Expected Date of Joining** |  | **Notes if any** |  | | |