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INTERVIEW EVALUATION FORM

- **Document Code:** HR-005
- **Version:** 1.0
- **Date:** 01/01/2025

Purpose:

To evaluate **job applicants during interviews** based on structured criteria, ensuring **fair and objective hiring decisions**.

SECTION 1: CANDIDATE INFORMATION

Field	Details
Candidate Name	
Position Applied For	
Department	
Interview Date	
Interview Mode	☐ In-Person ☐ Virtual ☐ Phone
Interview Panel Members	

SECTION 2: EVALUATION CRITERIA

Criteria	Weightage (%)	Score (1-10)	Comments
Educational Qualifications	15%		
Work Experience & Industry Knowledge	20%		
Technical Skills & Job Competency	20%		
Communication & Interpersonal Skills	15%		
Problem-Solving & Critical Thinking	15%		
Professionalism & Attitude	10%		
Cultural Fit & Adaptability	5%		

Total Score: ___ / 100

SECTION 3: OVERALL FEEDBACK & DECISION

✅ **Recommended for Next Round:** ☐ Yes ☐ No
✅ **Recommended for Hiring:** ☐ Yes ☐ No
✅ **Requires Additional Review:** ☐ Yes ☐ No

Interviewed By: [Panel Member Names]
Reviewed By: [HR Manager]

Approval Signature: [Hiring Manager] **Date:**

Note: This form must be submitted to HR **within 24 hours of the interview**.