

**CANDIDATE INTERVIEW REPORT**

**SS**

**ELS**

**DEPARTMENT**

NAME \_\_\_\_\_ AGE \_\_\_\_\_ NATIONALITY \_\_\_\_\_

POSITION TITLE \_\_\_\_\_ POSITION NO. \_\_\_\_\_ POSITION GRADE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ LOCATION \_\_\_\_\_

**FIRST IMPRESSION, PHYSICAL MAKE-UP AND OPENNESS**

Appearance, bearing, speech (including linguistic ability) willingness to answer questions clearly (not yes/no answers).

**QUALIFICATIONS & TRAINING**

Provable level of qualifications and any training specifically relevant to position being interviewed for.

**WORK EXPERIENCE**

Years of relevant experience, including overseas employment. Investigate career and technical know-ledge progression. Check carefully "gaps" in working periods and/or jobs relevant to position being interviewed for.

**TECHNICAL ASSESSMENT**

Adequacy of the candidate to meet the level of technical or other specialized skills required by the post and the candidate's acceptability as a member of the working group being interviewed for.

**GENERAL COMMENTS**

**RECOMMENDATIONS**

SUITABLE

UNSUITABLE

TO BE OFFERED

\_\_\_\_\_  
INTERVIEWER (REF. IND.)

\_\_\_\_\_  
DEPARTMENT MANAGER

\_\_\_\_\_  
EXECUTIVE VP, HUMAN CAPITAL

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_