**Interview Scoring Template**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Position Ref No: | |  | | Position Title: | |  | | | | | | | |
| Name of Candidate: | |  | | | | | | | | | | | |
| Interview Time: |  | | Interview Date: | |  | | | Location: | | |  | | |
| Interview Panel Members | | | | | | | | | | | | | |
| 1. | | | 2. | | | | | | | 3 | | | |
| 4. | | | 5. | | | | | | | 6. | | | |
|  | | | | | | | | | | | | | |
| Standard Criteria | | | | | | | | | | | | | |
|  | | | | | | | Excellent **(1)** | | Good **(2)** | | Average **(3)** | Weak **(4)** | Poor **(5)** |
| Grooming | | | | | | |  | |  | |  |  |  |
| Attire | | | | | | |  | |  | |  |  |  |
| Greeting | | | | | | |  | |  | |  |  |  |
| Eye Contact | | | | | | |  | |  | |  |  |  |
| Tardiness | | | | | | |  | |  | |  |  |  |
| Preparation | | | | | | |  | |  | |  |  |  |
| General Attitude – enthusiastic, passive, opinionated etc. | | | | | | |  | |  | |  |  |  |
| Knowledge of position | | | | | | |  | |  | |  |  |  |
| Knowledge of the company | | | | | | |  | |  | |  |  |  |
| Working knowledge of specific technologies related to the position | | | | | | |  | |  | |  |  |  |
| Validation of resume information – (Insert areas needing validation)  1.  2.  3.  4.  5.  6. | | | | | | |  | |  | |  |  |  |
| General comments | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| Interview Questions | | | | | |
|  | Excellent **(1)** | Good **(2)** | Average **(3)** | Weak **(4)** | Poor **(5)** |
| Position Specific: Key Selection Criteria | | | | | |
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|  |  |  |  |  |  |
| General Comments | | | | | |
| Position Specific: Behavioral Based | | | | | |
| Note: Give an overall score for each question as well as a score for each dot point. | Excellent **(1)** | Good **(2)** | Average **(3)** | Weak **(4)** | Poor **(5)** |
| * Situation Relevance * Task * Action * Result |  |  |  |  |  |
| * Situation Relevance * Task * Action * Result |  |  |  |  |  |
| * Situation Relevance * Task * Action * Result |  |  |  |  |  |
| * Situation Relevance * Task * Action * Result |  |  |  |  |  |
| * Situation Relevance * Task * Action * Result |  |  |  |  |  |
| * Situation Relevance * Task * Action * Result |  |  |  |  |  |
| General comments | | | | | |