**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
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| * Situation Relevance
* Task
* Action
* Result
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| * Situation Relevance
* Task
* Action
* Result
 |  |  |  |  |  |
| General comments |