

Expertise Company



Division	Document Ref No.:	Rev. No.	Effective Date	Page No.
People Operations Department	FM-DIV05-POD-0002	03	19 th September 2024	1 of 1

INTERVIEW EVALUATION FORM

Position Applied Date: _____

Name of the Employee: _____ Age: IQAMA\PP:

Total Years of Experience ----- GCC Experience-----

Education Qualification-----Nationality: -----Contact: -----

Current Employer: -----Current Position:

CURRENT SALARY	EXPECTED SALARY		
INTERVIEWER OBSERVATIONS:			
Job Interview Criteria	Ranking Circle your response: 1= Not good 5= Very good	Notes Add notes to support your ranking	
Candidate was prepared for the interview	1 2 3 4 5		
Skills and experience fit the job	1 2 3 4 5		
Education fit the job	1 2 3 4 5		
Candidate's attitude and personality fit the job and company	1 2 3 4 5		
Candidate was professional in his/her conduct	1 2 3 4 5		
Candidate speaks English well	1 2 3 4 5		
Candidate responded to questions appropriately	1 2 3 4 5		
Related computer skills	1 2 3 4 5		
Written communication skills	1 2 3 4 5		
Attention to detail	1 2 3 4 5		

Critical Thinking Summary:

1. For this job, what are critical skills to look for in an employee?

2. How is this job important in the management and conversation of natural resources?

Department Use Only:

Department Head / Section Head	Position Recommendation: Selected /Not selected	Remarks

HR USE ONLY

Recruit Executive – OD	Corporate Organization Manager	Vice president Operations