

[YOUR COMPANY NAME] JOB INTERVIEW SCORE SHEET

Name of Applicant: _____

Position: _____

GENERAL QUESTIONS

#	Questions	Excellent	Good	Average	Below Average	Poor	No Answer	Comments
1	Run us through your key skills and qualifications	5	4	3	2	1	0	
2	Describe why you think you would be fit for this job	5	4	3	2	1	0	
3	Describe your strengths and weaknesses	5	4	3	2	1	0	
4	Describe one mistake you made in your life and what you learned from such mistake	5	4	3	2	1	0	
5	Your biggest accomplishment till date	5	4	3	2	1	0	
6	List some challenges you faced in your work experience and how you resolved such challenges	5	4	3	2	1	0	
7	The thing you liked most in your previous job	5	4	3	2	1	0	
8	The thing you disliked most in your previous job	5	4	3	2	1	0	
9	Reasons for quitting existing/previous job and wanting to take up employment here	5	4	3	2	1	0	
10	What do you expect from your supervisor	5	4	3	2	1	0	
11	Where do you expect yourself to be five / ten years down the lane	5	4	3	2	1	0	
12	When faced with choice of a tight deadline and company policy imposing restrictions, what would you do	5	4	3	2	1	0	
13		5	4	3	2	1	0	
14		5	4	3	2	1	0	
15		5	4	3	2	1	0	
	TOTAL (Add up the points)							

SPECIFIC QUESTIONS

#	Questions (Insert the specific technical questions in the relevant rows)	Excellent	Good	Average	Below Average	Poor	No Answer	Comments
1	Explain a critical job situation and elicit how the candidate would react	5	4	3	2	1	0	
2	Ask a basic subject question related to the job profile	5	4	3	2	1	0	
3	Ask an advanced subject question related to the job profile	5	4	3	2	1	0	
4		5	4	3	2	1	0	
5		5	4	3	2	1	0	
6		5	4	3	2	1	0	

7		5	4	3	2	1	0	
8		5	4	3	2	1	0	
9		5	4	3	2	1	0	
10		5	4	3	2	1	0	
	TOTAL (add up the points)							

COMPATABILITY QUESTIONS

#	Questions	Excellent	Good	Average	Below Average	Poor	No Answer	Comments
1	Salary Expectation	5	4	3	2	1	0	
2	Flexible hours	5	4	3	2	1	0	
3	Time Required to Join	5	4	3	2	1	0	
4	Flexibility with relocation	5	4	3	2	1	0	
5								
	TOTAL (Add up the Points)							

	Total Score	Weightage	Total
Total for General Questions		X 1	=
Total for Technical Questions		X 2	=
Total for Compatibility Issues		X 1	=
Overall TOTAL			

Overall Summary Comments

Signature of Interviewer: _____

Name of Interviewer: _____

Date & Time: _____

Location: _____