

**Interview Assessment form**

|                          |  |                   |  |
|--------------------------|--|-------------------|--|
| Name                     |  | New / Replacement |  |
| Position being Hired for |  | Highest Education |  |
| Location                 |  | Date of interview |  |
| CV received from         |  | Current ctc       |  |
| Total Experience         |  | Expected ctc      |  |

**HR round**

Checkpoints as per JD

|                        |  |                     |  |
|------------------------|--|---------------------|--|
| Acceptance of location |  | Acceptance of shift |  |
| Functional fitment     |  |                     |  |

**HR round on fitment and performance**

|                                   |  |
|-----------------------------------|--|
| Cultural fitment                  |  |
| Stability in Career               |  |
| Growth (within Org or job change) |  |

**Functional Round**

|   |  |                          |  |
|---|--|--------------------------|--|
| Functional Fitment on a scale of 1 to 10        |  | Key strengths            |  |
| Feedback on "assignment given to the candidate" |  | Key areas of improvement |  |
| Fitment compared to current candidate           |  |                          |  |
| Competency 1                                    |  |                          |  |
| Competency 2                                    |  |                          |  |
| Competency 3                                    |  |                          |  |
| Competency 4                                    |  |                          |  |

**Overall HR Assessment**

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Interviewer's Name

Signature

Date

**Overall Functional Assessment**

Interviewers Name

Signature

Date

**Overall Assessment – Final Approver**

Interviewers Name

Signature

Date

**Final Decision**

Selected

Rejected

On Hold

|                         |  |   |  |
|-------------------------|--|---|--|
| Current CTC             |  | Approved Designation  |  |
| Current CTC verified by |  | Pls mention any special commitment made to the new recruit or situation wherein a quantum leap in employee competencies / value will happen in the year |  |
| % Increment (max .....  |  |   |  |
| Approved new CTC        |  |   |  |

**Approved by**

**Name & Signature**