

# Job Interview Evaluation

"Passionate, Accountability and Integrity"

<b>Name</b>	
<b>Position Applied</b>	

As you observe job interview, place the check marks next to the items the interviewee successfully completed.

**(1) Greetings**

- \_\_\_\_\_ Did the applicant's greetings appropriate?  
 \_\_\_\_\_ Did the applicant shake interviewer hand at the beginning of an interview and make eye contact?

**(2) Body Language**

- \_\_\_\_\_ Did the applicant look confident?  
 \_\_\_\_\_ Did he/she sit up in a cheer and look the interviewer in the eye?

**(3) Be Speeches**

- \_\_\_\_\_ Did the applicant explain his or her answer?  
 \_\_\_\_\_ Did the applicant appear to respond in an ethical and honest manner?

**(4) Language**

- \_\_\_\_\_ Did the applicant use proper language?  
 \_\_\_\_\_ Could you understand the applicant's answer?

**(5) Knowledge**

- \_\_\_\_\_ Did the applicant know about the Company's business activities? Did the applicant has a knowledge about the financial services/ industry?

**(6) Exit**

- \_\_\_\_\_ Did the applicant thank the interviewer?  
 \_\_\_\_\_ Did the applicant shake the interviewer's hand and make eye contact?

<b>Interviewer's Name</b>	
<b>Date</b>	
<b>Remarks</b>	