

Sample Interview Assessment Form for Appointment of Staff

The Owners' Corporation of XXX Building

Name of candidate: _____

Date and time of interview: _____

Aspect and weighting of assessment ¹	Score
1. Work knowledge (30%)	
2. Relevant working experience (20%)	
3. Communication skills (30%)	
4. Supervisory ability and other job requirements, if applicable (20%)	
Total score (100%):	

Additional Remarks:

Recommendation:

- Suitable for appointment
- Not suitable for appointment

(Signatures & Names of Interview Panel Members)

¹ The assessment aspects and weightings listed in the table are for illustration purposes only. The interview panel should draw up the assessment aspects and weightings, based on the nature and requirement (e.g. accounting qualification for accounting clerk) of the vacancies, before conducting the interviews.