

CANDIDATE INTERVIEW EVALUATION SHEET

INTERVIEW INFORMATION	
Candidate Name:	Position:
Date:	Time:
Interviewer:	Preferred District:
Your current / last working organization:	Your current / last working district:
Notice Period:	Last Salary Withdraw:

Key Competencies & Technical Interview Questions

Excellent (5)	Good (4)	Fair (3)	Minimal (2)	Unacceptable (1)
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Section 1 – Welcoming and Settling In Question	Rating Scale
Can you tell us what attracted you to this job and describe briefly what key competencies and experience do you bring that make you a suitable candidate for the position.	
Comments:	

Section 2 – Program Implementation	Rating Scale
<ul style="list-style-type: none"> a) This position requires one to oversee program implementation, helping to identify when things are not going according to plan and identifying solutions to address them. Can you please tell us about your experience in program implementation with examples when you handled similar situation? b) In the context of the district you have proposed for intervention, what challenges do you anticipate, and what mitigation strategies would you plan to adopt? c) Please tell us about your experience of working with youth volunteers. Tell us about a situation where you have taken relevant steps to ensure program quality working with community-based volunteers? 	
Comments:	

Section 3 – Thematic Expertise & Experience	Rating Scale
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<p>a) Out of two projects MHP and KCP, which you feel comfortable to start with in your areas?</p> <p>b) Why do you think menstrual hygiene is an important issue in rural or underserved communities?</p> <p>c) Can you suggest two simple ways to spread awareness about menstrual hygiene in a culturally sensitive manner?</p> <p>d) Can you share an example of how you've helped students from rural areas access career guidance or learning opportunities they otherwise wouldn't have had?</p>	
Comments:	

Section 4 – Team Management & Building a learning environment	Rating Scale
<p>a. Have you managed a team before? If yes, what was the largest team you have led?</p> <p>b. In your opinion, what are the key responsibilities of a team leader to ensure their team performs at its best?</p> <p>c. What are the most effective ways to identify a team's learning needs and ensure they receive appropriate training or support?</p>	
Comments:	

Section 5 – Self-Assessment & Image	Rating Scale
<p>a. Can you share an example where you have demonstrated your self-motivation drive and accomplished your tasks with limited guidance of your supervisor?</p> <p>b. Please share three of your professional strengths and three areas where you feel you could improve.</p> <p>c. How would you describe your work style? How do you think your team members would describe you? What do you believe is the single most important factor that contributes to your success as a team leader?</p>	
Comments:	
TOTAL SCORE: <input type="text"/>	

Closing Comments/Questions
What questions do you have for us?

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CANDIDATE SUMMARY EVALUATION					
1. Experience, past performance and track record (as it relates to doing the job) <i>Click here to enter text.</i>	<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements
2. Job/functional/technical skills <i>Click here to enter text.</i>	<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements
3. Other characteristics related to job requirements (that I learned about during the interview) <i>Click here to enter text.</i>	<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements
4. Learning agility <i>Click here to enter text.</i>	<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements
5. Organization/culture fit <i>Click here to enter text.</i>	<input type="checkbox"/> Clearly Misses Requirements	<input type="checkbox"/> Less than Requirements	<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Exceeds Requirements	<input type="checkbox"/> Far exceeds Requirements
6. How do you rate this person relative to the standard for this position? <i>Click here to enter text.</i>	<input type="checkbox"/> Well below the standard	<input type="checkbox"/> Slightly below the standard	<input type="checkbox"/> At the standard	<input type="checkbox"/> Slightly above the standard	<input type="checkbox"/> Well above the standard
7. Can this individual grow to reach the standard for this position in a reasonable period of time? <i>He is perfectly fit for the position</i>	<input type="checkbox"/> 20% Sure	<input type="checkbox"/> 40% Sure	<input type="checkbox"/> 60% Sure	<input type="checkbox"/> 80% Sure	<input type="checkbox"/> 100% Sure