**Job Interview Format**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Interviewer's Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Candidate Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Salary that aspires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Labor information (Write what is requested in the box)**

|  |  |  |
| --- | --- | --- |
| Company where I work | Time I work | Position held |
|  |  |  |

Did you have staff in charge? Yes \_\_\_\_ Not \_\_\_\_\_

If yes, specify how many \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complementary information (Write what is requested in the box)**

|  |  |
| --- | --- |
| Do you have information about the company? Describe what you know about the company. |  |
| Why do you think you should be the chosen candidate? |  |
| Describe your strengths |  |
| What is your biggest flaw? |  |
| What expectations do you have of the company) |  |
| What projects do you have in the future? |  |

**General evaluation (This sheet will only be used by the recruiter)**

**PERSONAL APPEARANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Careless in general | Somewhat neglected in general | Clean and hygienic in general | Careful in appearance in general | Impeccable in general |

**EXPRESSION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Confusing and without clarity | Understandable but not very fluid | Good expression | Speak fluently | It has expression ability |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| He has no knowledge for the position | He has no knowledge for the position, but can acquire them | He has the basic knowledge for the position | He has knowledge of the position. | He has enough knowledge to fill the position |

**EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| He has not got experience | Has minimal experience | Has little experience  | Has experience | Is a specialist |

**STABILITY IN WORK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Constantly change jobs for no reason | Change jobs rarely | Change jobs to improve | Remains a considerable minimum time of 2 years | It stays more than 3 years  |

**ATTITUDE IN INTERVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Retracted | Shy | interact little | Friendly | It develops safely |

**Comments**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the recruiter