

FORMAT FOR INTERVIEW OF ADMINISTRATIVE POSITIONS-SCHOOLS

15.03.2017

Name of the candidate:

Name of panelist:

Date:

Impression on some parameters

(E=Excellent; V=Very Good; G=Good; F=Fair; C=Uncertain/Could not ascertain)

ASPECT		E	V	G	F	C
<i>A. BASIC AND GENERAL</i>						
1	General appearance; pleasantness; affability					
2	Impression about openness of the person					
3	How well does he/she listen					
4	Academic qualifications for the position					
5	Richness/width of previous experience					
6	Requisite conceptual understanding					
7	Communication abilities					
8	Self-motivation, willingness and enthusiasm					
9	Ability to use computers for admin work					
10	Intellectual width and ability to discuss matters					
11	Ability to consider different perspectives					
12	Overall sense of responsibility					
13	Ability to express oneself forthrightly					
14	Ability to see interconnectedness of matters					
15	Initiative to take up additional responsibility					
16	Expected overall contribution to the ambience					
17	Patience					
18	Fluency in English language					
19	Dress sense and expected code of conduct					
20	Cheerfulness					
<i>B. COMPETENCIES AND EXPERTISE</i>						
21	Knowledge of office procedures					
22	Knowledge of related statutory laws					
23	Experience of design of systems and procedures					
24	Ability to correspond with external agencies					
25	Tenacity and perseverance					
26	Kind of organizations the person has worked					
27	Professionalism and standards of work					
28	Seriousness and focus					
29	Grade achievement in previous work					
30	Willingness to learn and improve					

Details of previous experience (types of work done etc.)

Present Salary drawn:

Salary expected:

Joining time required:

General Observations and Remarks:

References for us to check about the person:

Recommendation of the panelist:

Reject

Invite with reservations

Invite

Remarks and Approval of Principal: