

INTERVIEW ASSESSMENT

Name of applicant

T e l e p h o n e

(bus)

Interview held on

/ /

(home)

Ability to communicate effectively with the public

Unsatisfactory

Satisfactory

Above average

COMMENTS

Ability to meet deadlines and work under pressure

Unsatisfactory

Satisfactory

Above average

COMMENTS

Demonstrated capacity to accept responsibility and perform tasks accurately

Unsatisfactory

Satisfactory

Above average

COMMENTS

Self-confidence, integrity, reliability and initiative

Unsatisfactory

Satisfactory

Above average

COMMENTS

Office or equivalent experience

Relevant

Highly relevant

COMMENTS

Ability to communicate with people from non-English speaking background or Aboriginal people (if relevant)

Unsatisfactory

Satisfactory

Above average

Non-English

Aboriginal

COMMENTS

Current driver's licence (if relevant)

Verified

Keyboard skills W.P.M. (if relevant)

Verified

Enrolled elector (if relevant)

Verified

Name of applicant

OVERALL RATING

Meets all applicable criteria Yes ☐ No ☐

Comparative rating against other applicants

Position

Reason(s) for non-selection (if applicable)

Signature of Interviewer

/ /

Signature of Interviewer

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