Name of the Candidate:

Position Applied

Company :

Interviewer Name:

Interviewer Designation:

Department:

GENERAL ASSESSMENT				
	Excellent	Good	Average	Poor
Overall Personality *Appearance, Mannerism,Dressing*				
Communication Skills *Language, Clarity, Presentation, Organization of thoughts*				
Academic Brilliance *Does the candidate have the appropriate educational qualifications or training for this position?*				
Professional Knowledge & Expertise Has the candidate acquired necessary skills or qualifications throught past work experince ? Theoretical in case of fresher's				
Trend of Performance and Professional Growth *Personal accomplishments, promotions , hitting KPI's in his current or past employer*				
Experience as it Relates to our Industry *Does applicant possess the relevant work experience for the job?*				
Cultural Fit *Impression of how this applicant would blend with Essem Group identity.*				
ESSEM GROUP CORE COMPETENCY ASSESSMENT (HRBP ASSESMENT)				
Integrity *Ability to maintain honest, transparent, and respectful relationships with clients and colleagues; able to demonstrate fairness, trustworthiness, and strong ethical standards in daily activities.*				
Commitment *Ability to consistently deliver high-quality service and exceed client expectations in daily activities; able to demonstrate dedication, accountability, and a proactive approach in ensuring client satisfaction.*				
Innovation *Ability to encourage and apply new ideas in daily activities; able to leverage expertise, skills, and intellectual curiosity to provide relevant and effective solutions to clients' needs.*				
Accountability *Ability to take ownership of responsibilities and outcomes in daily activities; able to demonstrate reliability, answerability, and commitment to both clients and colleagues.*				
Teamwork *Ability to collaborate effectively with others to achieve company goals; able to demonstrate cooperation, mutual support, and a positive contribution to team success.*				

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LEADERSHIP COMPETENCY ASSESSMENT				
	Excellent	Good	Average	Poor
Decision Making/Problem Solving *Breaks down problems into components and recognizes interrelationships;makes sound, well-informed, and objective decisions.*				
Developing others *Ability to provide guidance, mentorship, and support to team members; able to foster growth, learning, and skill development in others.*				
Leadership Skills/Management Competencies *Demonstrated abilities and accomplishments as a leader. Ability to build trust, provide feedback and develop skills of direct reports*				
Leading and Ability to Influence *Ability to guide, inspire, and influence your team effectively; able to drive alignment, motivate others, and achieve desired outcomes through strong leadership.*				
Commitment to Diversity *Ability to promote and foster an inclusive environment; able to support and respect individuals from diverse backgrounds, perspectives, and experiences.*				
PERSONAL ATTRIBUTES				
Motivation *How much interest did the candidate show in the position?*				
Adaptability *How well does the candidate adjust to changes in tasks, priorities, or work environment?*				
Building Trust *How well does the candidate interact with others to inspire confidence in their motives and representations? Is the candidate seen as direct, truthful, and reliable?*				
Strategic Thinking *How well does the candidate understand the organization's priorities and align actions to achieve team and organizational goals?*				
Stress Tolerance *How well does the candidate maintain effective performance under pressure and handle stress in a way that is acceptable to others and the organization?*				
Flexibility *How well does the candidate adapt to changing business needs and situations, showing willingness to adjust work patterns or take on additional responsibilities when required?*				

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ADDITIONAL COMMENTS BY HIRING MANAGER

HRBP's COMMENTS

CONCLUSION		
☐ Round One		
Recommend for Round Two	☐	
Recommend To Hire	☐	
Recommend for another role or business	☐	Department Name:
KIV	☐	
Rejected	☐	
☐ Round Two		
Recommend To Hire	☐	
KIV	☐	
Rejected	☐	

REASON FOR REJECTION OR KIV

Interviewer's Signature:

Date :

HRBP's Signature

Date :