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First appraisal: A B C D
 Second appraisal: A B C D
 Call for Second Interview: Yes No

Name of Applicant:

Position Applied For:

<p><u>Appearance:</u> Description:</p> <p>Excellent Good Fair Poor Unacceptable</p>	<p><u>Personality:</u></p> <p>Very Outgoing Outgoing Even Slightly introverted Introverted Very Introverted</p>	<p>Displaying Signs of Nerves:</p> <p>Obvious Visible Calm Too Relaxed</p> <p>Relaxed after 10 Minutes? Yes No</p>
<p>Like-ability: High Medium Low</p>	<p>Self Confidence: High Medium Low</p>	<p>Authoritative: Very Moderate Low</p>
<p>Diplomacy: High Medium Low Uncertain</p>	<p>Trustworthy: High Medium Low Uncertain</p>	<p>Sense of Humour: Obvious Moderate Serious Stern</p>
<p>Hobbies: (is CV description accurate?) Yes No.</p>	<p>Team Player: (ask for example)</p>	<p>Self Motivated:</p> <p>Very Yes No unsure</p>
<p>Likes Managing People:</p> <p>Very much Yes No Uncertain</p>	<p>Management Experience</p> <p>Yes No How many staff: Years:</p>	<p>Motivation ability? (how many different methods/ways mentioned – convincing?)</p> <p>Yes No:</p>

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Ability to work unsupervised?	Yes	No	Ability to learn Quickly:	Yes	No	Maybe	Open to Change:	Yes	No	Maybe
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Technical Knowledge of Market Sector: Excellent Good OK Some Nothing	Technical Knowledge of Product: Excellent Good OK Some Nothing	Ability to handle technical aspects of: Development: Good OK Poor Sales: Good OK Poor Marketing: Good OK Poor
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If I was to ask you how your partner/Colleagues/Boss would describe you, what would they answer?

Ability to Multi task: Excellent Good Fair Poor	Ability to work under pressure: (ask for example of a busy or bad day) Excellent Good Fair Poor	Clock Watcher? Yes Perhaps No
Ambitious?: Very Quite Not	Lives to work? Yes No Balanced	What Motivates You?

Administration Skills: (ask to name programs) MS Office:	Depth of Knowledge: (ask questions on one or two programs picked at random) Excellent: Good Fair Theoretical Poor	Reporting Experience: (weekly/monthly)?
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Languages:	Spoken: (tested Yes No)	Smoker? YES NO
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	Written: (Tested: Yes No)	
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Desire to Travel: Yes No Sometimes	% of work time away from home:	Preferred countries:
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Sales Personnel Only

Existing Customer Base: Yes No Comments:	Area Sales Management Experience: Yes No Years Experience:	Closing Skills: (theoretical & proven)
Ability to hit target: Proven Yes No	How do you cope with failure? (ask for example of loosing a deal) Good answer Yes OK No	Likes to work independantly? Yes No Likes to work in team? Yes No
Note: Don't forget to give 'Sales Profile Test'		

Development Personnel Only

Note: This is in addition to Technical Test		
How do you cope when you are stuck? Good answer: Yes OK No	Experience of code reviews? Yes Theoretical No	Documentation experience? Excellent Theoretical None
Project management experience? Lots Some Theoretical None	Good communicator? (desire/ability to share knowledge) Yes OK No	Desire to learn new skills Great Yes OK No

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Summary:

Ambition: (where do you see yourself in 5-10 years)	What are your strong points?:	What are your weak points?
What do you think of Company so far?	If invited, Would you like a second interview? Yes (very much) Yes Maybe No	Preferred time for interview:
Driving licence: Yes No Type: Clean? Yes No	Notice required by existing employer?	Possible Start date:
No. of Days holiday per year:	Normal hours of work per day/week:	Work Visa? Resident Visa?
Health Restrictions:		
<u>Current Salary:</u> Gross per year:	Company Car: Yes No (If yes) make and model:	Other benefits: Forfeit:

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Gross per month: Bonus:	Personal Contribution:	Meal Tickets Pension Stock Ops. Other:
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<u>Desired Salary:</u> (Negotiable: Yes No) Gross per year: Gross per month: Bonus:	Company Car: Yes No (If yes) make and model: Personal Contribution:	Other benefits: Forfait: Meal Tickets Pension Stock Ops. Other
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Salary: Offered: (Reviewed after.....months?) Gross per year: Gross per month: Bonus: Is this dependable on miles stones/targets? Yes No (details)	Company Car: Yes No (If yes) make and model: Personal Contribution	Other benefits: Forfait: Meal Tickets Pension Stock Ops. Other
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Extra Personal Details:

