



COLLEAGUES CONSULTANTS PRIVATE LIMITED  
A-Wing, 1st Floor, A55/12, DLF Phase – I, Gurgaon -122002  
Haryana (India)

**INTERVIEW SHEET**

**Sheet -1: Data Sheet (to be filled by candidate)**

**Interview Details**

<i>Interview Date</i>	<i>Interview Venue</i>

**Personal Details**

Name of the Candidate: - Mr. / Ms. / Mrs.

Date of Birth: - ; Age: - Years Months;

Height: - feet inch ( centimetres); Weight: - kg

Qualification: -

Total Experience: - Years Months;

Present Address:-

Applied Cadre : - Trainee/ Executive/Junior Management/ Middle Management/ Senior Management

Applied Post: - (Please mention if any)

Interview in Colleagues Group: - First time/ Repeat Chance/ Final Chance

**Hobbies:-**

<i>Sr. No.</i>	<i>Hobbies/ Interests</i>	<i>Achievements</i>	<i>Remarks</i>

**Sportsmanship:-**

<i>Sr. No.</i>	<i>Sports</i>	<i>Achievements</i>	<i>Remarks</i>

**\* Please attach the Curriculum Vitae of the candidate with this form**

**\*\* If photograph available affix/ staple photograph**



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**Sheet -2: Data Sheet (to be filled by candidate)**

**Relevant Qualifications**

<i>Qualification /Course</i>	<i>Major Subjects</i>	<i>Percentage / Grade</i>	<i>Remarks</i>

**Relevant Experience**

<i>Company</i>	<i>Designation</i>	<i>From</i>	<i>To</i>	<i>Responsibility</i>	<i>Reason for Leaving/ Remarks</i>

**Write something about yourself**

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**Why you are interested to join us**

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**Gross Earnings**

<i>Current CTC</i>	
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**Candidate Signature**

<i>Signature</i>	
<i>Mobile Number</i>	
<i>Date</i>	



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**Sheet -3: Review Sheet (to be filled by HR/General interviewer)**

**Requirement of Recruitment**

<i>Department</i>	<i>Location</i>	<i>In Place of</i>	<i>Basic Criteria</i>

**Interview Against:-**

<i>Please tick in relevant Column</i>	<i>Vacancy Ad</i>	<i>Source of Recommendation</i>	<i>Forced Application</i>	<i>Campus Selection</i>	<i>Colleagues Relative</i>

**Weightage Category**

<i>Category of Interviewee</i>	<i>Yes/ no</i>	<i>Remark</i>
Past Employee of Colleagues		
Reputed Name in Industry		
Special Feedback		
Normal Candidate		

**General Observations about Candidate (if any)**

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**Reviewer**

Date		
Signature		
Name of Reviewer		

**Sheet -4: Assessment Sheet (to be filled by Technical interviewer)**
**PERSONALITY EVALUATION -**

<i>Area Judged</i>	<i>Points Allowed</i>	<i>Minimum Qualifying</i>	<i>Points Given</i>	<i>Remark</i>
Communication Skills	10	3		
Basic/ Conceptual knowledge	10	3		
Theoretical knowledge	10	3		
Depth of Industry knowledge	10	3		
Impromptu & Informative	10	3		
Verbal Expression – Articulate Thoughts clearly	10	3		
Composure – Not visibly nervous or shy	10	3		
Confidence – Without conceit or arrogance	10	3		
Manners – Polite and Respectful	10	3		
Appearance – Neat, appropriate business attire	10	3		
<b>Total</b>	<b>100</b>	<b>40</b>		
<b>Comments</b>				

**ACCEPTABILITY EVALUATION -**

<b>Formal Judgement</b>	<b>Points Allocated</b>	<b>Minimum Qualifying</b>	<b>Points Allotted</b>	<b>Remark</b>
Chances of Accepting this Job/ Salary	10	3		
Previous Similar Experience	10	3		
Versatility /Multipurpose / Single discipline	10	3		
Acceptability and adaptability	10	3		
Family background	10	3		
<b>Total</b>	<b>50</b>	<b>20</b>		
<b>Comments</b>				

**Grand Total = Personality Evaluation (            ) + Acceptability Evaluation (            )**  
**= Overall Interview Performance (            / 150 )**

<b>Score Key Scale</b>	<b>Judgement Parameter</b>	<b>Conclusion</b>	<b>Declaration</b>	<b>Highlight the relevant Box</b>
135 to 150	Excellent	Selected with Excellence	Appointment	<input type="radio"/>
105 to 135	Very Good	Selected for Prime responsibility	Approved	<input type="radio"/>
75 to 105	Acceptable	Selected	Approved	<input type="radio"/>
60 to 75	Marginal	Review	Pending	<input type="radio"/>
Below 60	Poor	Rejected	Regretted	<input type="radio"/>



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**Sheet -5: Result Sheet (to be filled by Selection Panel)**

**Salary Aspired**

Last Salary Drawn	Salary Expected	Join on/ or before date

**Salary Negotiated**

CTC per Annum	CTC main breakdown	Any extra privileges/ perks

**Organogram Placement**

Designation	Direct Reporting to	Department	Overall reporting to

**Interview Panel**

Interviewers	Names/ Designations	Signatures
Preliminary Interviewer	1.	
	2.	
Testing Interviewer	1.	
	2.	
Final Interviewer	1.	
	2.	

**Appointment Details**

Appointment Letter	Printed by	Despatch by
Date		
Signature		
Name		