

# Sample of Assessment Form on Staff Recruitment

*Extracted from Best Practice Checklist: Governance and Internal Control in Schools*

Name of candidate :

Date and time of interview:

Aspect of assessment	Score
1. Common sense (10%)	
2. Interpersonal skills (10%)	
3. Communication skills (10%)	
4. Motivation (10%)	
5. Self-confidence (10%)	
6. Supervisory ability (10%)	
7. Work knowledge (10%)	
8. Special skills (10%)	
9. Integrity (10%)	
10. Language proficiency (10%)	
<b>Total score (100%):</b>	

## Additional Remarks:

## Recommendation:

Suitable for appointment

Not suitable for appointment

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(Signature & Name of Assessment Panel Member)