

Interview Marks Sheet for Promotional Positions

	Candidate to be interviewed for the position of Department/Ministry										
	Applicant:										
	Date:		Time:		Interviewer:						
INTERVIEW ELEMENT		GRADE (Circle one)						WEIGHT (Value 1-10)	MARK (Grade x Weight) TOTAL		REMARKS
General Fitness: (The evaluation of the appearance, grooming, poise, etc. relative to and required for the position.)		5	4	3	2	1	0		x		
Seniority: (The position of the officer's name on the seniority list.)		5	4	3	2	1	0		x		
Special Qualifications: (Education, licenses, certifications, and past achievements relative to, and required for the position.)		5	4	3	2	1	0		x		
Special Courses: (Any special courses of training that the officer may have undergone (whether at the expense of Government or otherwise.)		5	4	3	2	1	0		x		
Overall Performance: (Evaluation of the officer's overall performance as reflected in the performance appraisal by any Permanent Secretary, Head of Department or other senior officer under whom the officer worked during his service.)		5	4	3	2	1	0		x		

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Experience and Work History: (Skill and knowledge relative to the position gained through previous employment in the public service or otherwise.)		5	4	3	2	1	0		x		
Commendation/Devotion to Duty: (Evaluation of letters of commendation/special reports in respect of any special work done by the officer.)		5	4	3	2	1	0		x		
Knowledge of the job: (Had job information; understands job; and asked relevant questions.)		5	4	3	2	1	0		x		
Special Reports: (The evaluation of any special reports for which the Public Service Commission may call.)		5	4	3	2	1	0		x		
Emotional Intelligence: (The ability to exhibit self-awareness, self-regulation, i.e. the ability to manage one's emotions and impulses, motivation, empathy, i.e. recognizing the emotion of others.)		5	4	3	2	1	0		x		

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Required Skills/Competencies: (The ability to exhibit the required aptitude and attitude for the job.)			5	4	3	2	1	0		x	
Specific Requirements for the Job: (The evaluation of the officer's working knowledge of the specific requirements for the position.)			5	4	3	2	1	0		x	
OVERALL:			5	4	3	2	1				
	Additional notes/comments:										
	Signature:										