

# Candidate Interview Summary

## Report

### I. Overview

- **Candidate Name:** [Full name]
- **Job Role:** [Position title]
- **Interview Conducted By:** [Interviewer names]
- **Date and Time:** [Date and time of interview]

### II. Assessment Summary

- **Professional Experience:**
  - [Brief summary of relevant experience.]
- **Key Skills Evaluated:**
  - [List technical, analytical, and interpersonal skills discussed.]
- **Cultural Fit:**
  - [Comments on alignment with company culture and values.]

### III. Strengths and Areas for Improvement

- **Strengths:**
  - [E.g., in-depth knowledge, adaptability, etc.]
- **Areas for Improvement:**
  - [E.g., lack of managerial experience, etc.]

### IV. Scoring Criteria

Aspect	Score (1-10)	Remarks
Industry Knowledge	[Score]	[Remarks]
Leadership Potential	[Score]	[Remarks]
Innovation and Creativity	[Score]	[Remarks]

### V. Final Review and Next Steps

- **Recommendation:** [Shortlisted/On Hold/Rejected]
- **Remarks for Next Steps:** [Additional comments or follow-ups required.]