## **General Interview Summary Report**

#### **I. Candidate Profile**

* **Name:** [Candidate Name]
* **Position:** [Job Title]
* **Interviewers:** [Names of interview panel]
* **Interview Date:** [Date of interview]

#### **II. Discussion Summary**

* **Highlights of Candidate’s Experience:**
  + [Relevant roles, achievements, and expertise.]
* **Core Competencies:**
  + [E.g., problem-solving, teamwork, communication.]
* **Behavioral Insights:**
  + [Comments on personality, cultural fit, etc.]

#### **III. Strengths and Weaknesses**

* **Key Strengths:**
  + [E.g., excellent project management, technical acumen.]
* **Notable Weaknesses:**
  + [E.g., limited familiarity with certain tools.]

#### **IV. Rating Summary**

| **Category** | **Rating (1-10)** | **Comments** |
| --- | --- | --- |
| Technical Proficiency | [Rating] | [Comments] |
| Adaptability | [Rating] | [Comments] |
| Motivation and Drive | [Rating] | [Comments] |

#### **V. Conclusion and Action Plan**

* **Overall Impression:** [Positive, Neutral, or Negative.]
* **Recommendation:** [E.g., Advance to final round, keep on file, not recommended.]
* **Next Steps:** [Include further interviews, reference checks, etc.]