interview evaluation form

**Candidate: Evaluator:**  **Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Exceeds | Meets | Unsatisfactory | Total |
| Interview |  |  |  |  |
| **Interview Preparation**  Intelligent questions and researched the skin centre/ product | 3 | 2 | 1 |  |
| **Communication**  Grasp of ideas and skin centre expectations, quality of responses | 3 | 2 | 1 |  |
| **Definition of Career Goals**  Articulate, realistic and goals are defined | 3 | 2 | 1 |  |
| **Experience**  Extent to which the applicants work experience can be utilised in the job | 3 | 2 | 1 |  |
| **Essentials and Desirables**  Candidate matches all the essential and most of the desirable requirements | 3 | 2 | 1 |  |
| **Company Culture/ Person specification**  Team-orientation, can-do attitude | 3 | 2 | 1 |  |
| Notes: | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Practical | Exceeds | Meets | Unsatisfactory | Total |
| **Communication**  Warm welcome and exceptional client care throughout.  Thorough consultation and skin analysis with reference to client priorities, concerns and solutions orientated conversation. | 3 | 2 | 1 |  |
| **Techniques**  Fluid movements, relevant choice of products, thorough application and removal. Adaptive pressure. | 3 | 2 | 1 |  |
| **Professional Appearance**  Neatness, grooming and suitability of attire at each stage. | 3 | 2 | 1 |  |
| **Hygiene**  Short clear nails, hair swept back from the face and eyes. Hand sterilisation and hygiene awareness. Kept work station neat and tidy and closing bottles after use. | 3 | 2 | 1 |  |
| Notes: | | | |  |
| **Overall Total** | | | |  |

**Visual Checks:**

Passport/ Work Visa Qualifications Training Agreement

**Outcome:**

Candidate should be considered?

Are they suitable for another role?

Offered the position?

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| **Feedback**: |