

Interview Assessment Form

Applicant Name:	
Position Applied for:	
Area:	
Business Unit:	
Academic Qualifications:	
Total Years of Experience:	

Ratings: 1- Poor, 2- Fair, 3- Good, 4- Very Good, 5- Outstanding

Note: The Interviewer shall indicate the Ratings by ticking the appropriate column below

Factor	Measures	Ratings				
		1	2	3	4	5
Appearance	The dress code is appropriate to the position applied for					
Confidence	Demonstrates professional competence such as self-confidence, stress-management, non-arrogance, non-hesitance, challenging, ...etc.					
Communication	Good listener with direct eye contact and coherently responds to questions and provide organized and to the point answers					
Language	Fluent in conversational English / Arabic / Both (select appropriate)					
Relevant Experience	Previous work experience meets job requirements					
Technical Competence	Awareness of the main duties and responsibilities of the job applied for					
Relevant Qualifications	Education or professional training is relevant to the job					
Managerial Skills	Demonstrates leadership, planning, assertiveness, conflict management, critical thinking & self-discipline abilities					
Interest in Position	Interest / enthusiastic in job, location, working days/hours, benefits, ...etc.					
Integrity	Understands the code of ethics and to be consistent to the company`s policies and regulations					
Self-development	Planning or attending any training courses, diplomas, masters or through any other developmental channels					
Overall Rating	The candidate`s overall suitability for the position					

Recommendation:	<input type="checkbox"/> Accepted <input type="checkbox"/> <input type="checkbox"/> Rejected <input type="checkbox"/> <input type="checkbox"/> Pending <input type="checkbox"/>
Current Salary/L.E:	
Expected Salary/ L.E :	
Final Offered Salary/ L.E :	
Available date to Join:	/ /

Interviewers' Feedback

1st Interview

Interviewer's Name :	
Title :	
Date :	
Interviewer's Comments	

2nd Interview:

Interviewer's Name :	
Title :	
Date :	
Interviewer's Comments	

HR Interview:

Interviewer's Name :	
Title :	
Date :	
Interviewer's Comments	

Job Application Form

Personal Information:

Applicant Full Name:

Address:

Phone number: Mobile Number:

Nationality: ID Number:

Email Address:

Date of Birth:/...../..... Gender: Male Female

Military Status: Completed Exempted Postponed

Marital Status: Single Married

Do you have a car? Yes No If Yes, What's your car model?

Type of Your driving license? (Private, 1, 2, 3)

Father's Profession: Mother's Profession:

Do you have any relatives working in pharmaceutical company? Yes No

If yes, please specify

Employment Preference:

Position Applied for: Area: Line:

Are you currently employed? Yes No If Yes, what's your current salary?

Expected salary/not less than: Available date to join Biomed:

Have you ever been employed by Biomed before? Yes No

If Yes, when? For which position?

What was the reason for leaving?

Do you have relatives/friends working at Biomed? Yes No

If Yes, mention his name: Specify the relationship:

Do you have problem in working Extra hours? Yes No Are you able to work outdoor? Yes No

How did you know about the job opportunity? Please specify

Do you have any problems in submission clearance form or experience certificate from your last employer? Yes No

If No, please clarify the reason

Educational Background:

	Name and Location	Major	Graduation Date	Grade
Medium/high School				
University/ College				
Post Graduate Studies (Diploma, MSC,PHD.)				

Training Courses (Most Recent):

Course Subject	Institution	Starting date	Ending Date
<u>Planned Course:</u>			

Employment History (starting from most recent):

Company Name	Company Field	Position	Starting Date	Ending Date	Salary	Reason For leaving

Skills:

- English Level: Fair Good Very Good Excellent
- Computer Level: Fair Good Very Good Excellent

Which computer programs are you able to use?

.....
.....

Describe briefly your best and major achievements:

.....
.....

State briefly your major interests, hobbies, sports, activities that you are engaged in, or perform, during your free time?

.....
.....

I hereby certify that all the information I mentioned herein is true and the company has the right to check the validity of submitted information with any of my previous employers and i understand that any falsification of data may cause dismissal or rejection of my application.

Signature:

Date: / /