

INTERVIEW ASSESSMENT FORM

Name of Candidate:

Post: Foreign Service Officer

QUESTIONS	COMPETENCY	DEFINITION/ REQUIREMENT	RATING	SCORE
<p><u>Warm-up</u> 1. Tell us something about yourself that we would not know from reading your resume/curriculum vitae.</p>	<p>Academic Qualifications</p>	<p>Bachelor's or Master's Degree or other relevant certificates/ diplomas</p>	<p style="text-align: center;">10</p>	
<p>2. What motivated you to request employment with the Ministry of Foreign Affairs? 3. Define "Confidentiality" in your own words.</p>	<p>Understanding of Position/Work Experience</p>	<p>Skills from past experiences that will be assets to the job</p>	<p style="text-align: center;">10</p>	
<p><u>Comments:</u></p>				
<p><u>Skills and Assets/Personality</u> 4. How would you establish a rapport with your co-workers and supervisors? 5. What techniques do you use to keep yourself organized? 6. Explain how you handled the following situations in a previous or current work environment: a. Asked by a Supervisor to do something that you disagreed with; b. Being asked to complete multiple task by end of day with no conceivable way of finishing them</p>	<p>Skills set /Communication Skills</p>	<p>Eloquence and command of the English language. Ability to articulate opinions and ideas; Response to Questions; Ability to maintain composure in challenging situations; problem solving skills; Ability to rationalize and respond; Problem solving; Interest and commitment to the position/job</p>	<p style="text-align: center;">15</p>	

<p>c. Conflict on the Job.</p> <p>7. Would you rather complete a task in a group or individually? Why?</p> <p>8. What skills do you possess which you believe make you an ideal candidate for the post you are applying for?</p>			<p>15</p>	
<p><u>Comments</u></p>				
<p>9. What have you learnt from the jobs you have held?</p> <p>10. How long would it take you to make a contribution to your company?</p> <p>11. Have you done the best work you are capable of doing?</p>			<p>30</p>	
<p><u>Comments</u></p>				
<p><u>Personality Traits</u></p> <p>12. What is your most productive or ideal work setting in terms of structure, feedback and direction in order to excel?</p> <p>13. In the Civil Service persons are allowed to take up to 10 unofficial working days per year. Do you think that someone should take all 10 days annually? (Optional)</p>	<p>Relationships</p>	<p>Personality traits;</p> <p>Affable/ intelligent/friendly; team-player;</p> <p>cooperative;</p> <p>pleasant; sense of humour;</p> <p>social skills</p>	<p>10</p>	

14. What is your greatest strength?				
15. What are you looking for in your next job?				
16. Why should we give you the job?				

Comments

Cool Down				
17. Where would you like to be career wise in five (5) years and in 10 years?				
18. How do you relax after a stressful day at work?				
19. What was the last book that you read?			10	
20. What are your goals for this job?				
21. What in your life are you most proud of?				

Comments:

TOTAL

100

/100

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Signature or Interviewer

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Date