[Insert organisation name/logo]

# INDIVIDUAL SUMMARY RATING FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **Position name** |  | | |
| **Applicant’s name** |  | | |
| **Date** |  | **Time** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Interview questions** | **Selection panel member 1** | **Selection panel member 2** | **Selection panel member 3** |
| **Q1** |  |  |  |
| **Q2** |  |  |  |
| **Q3** |  |  |  |
| **Q4** |  |  |  |
| **Q5** |  |  |  |
| **Q6** |  |  |  |
| **Q7** |  |  |  |
| **Other considerations** | | | |
| Communications skills |  |  |  |
| Team work/ participation |  |  |  |
| **[insert other consideration]** |  |  |  |
| **OVERALL RATING** |  |  |  |
| **POSITION RECOMMENDATION** |  | | |

|  |  |  |
| --- | --- | --- |
| **Signed by selection panel** | | |
| **N** | **Name** | **Signature** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |