# Job Interview Assessment

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| **Interviewer Name** | **Title** | **Time of Interview** | **Date** |
| Frederick Hasajobe | Human Resources | 2:30 PM | 9/12/13 |
| **Applicant Name** | **Age** | **Position** | **Date** |
| Patricia Personable | 28 | Receptionist | 9/12/13 |

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| **Skills/Qualifications** | **Applicable? (Yes/No)** | **Comments, Feedback** |
| Excel, Outlook, Microsoft Word | Yes | Was able to produce a computer efficiency test. She did well, passing at 96%. |
| Previous reception experience of four years | Yes | Resume clearly states her previous employment. She also showed me a letter from her previous employer. |
| Computer software, maintenance skills | Yes | Despite being the primary receptionist, these skills |
| Speaks French, German | No | We do not do much business with France or Germany. |
| Qualified to drive and maintain semi-trucks | No | As interesting as it was to hear, this has nothing to do with the job requirements. |
| Familiar with multi-line phone systems | Yes | Previous experience with a large company offered her familiarity with a multi-line phone system. |
| Personable, hygienic | Yes | As she will be the first person that clients will see coming into the office, she is very personable and dresses herself nicely. |
| Drives her own vehicle | Yes | Getting to work on time is a must. |
| Experience with online advertising, SEO content | Yes | This is an impressive addition to her skills however it does not apply to this position. |

## Additional Comments

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| I am impressed by her overall appearance and approach to the interview. She was extremely well-spoken and seemed at ease during the process. Her skill set appears to be appropriate for the position she is applying for and her previous experience is worth noting. |
| She did appear to be considering another job opportunity; however, she only briefly mentioned recently being offered a new job. I do not know if this was some sort of tactic on her part or a potential problem with hiring her immediately. |
| I highly recommend this applicant to be hired for the position of a receptionist for Front Door Worldwide. |

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| **Education** | **Completed (Yes/No)** | **Certification** |
| University of Maryland | Yes | Bachelor’s Degree in Philosophy |
| University of Michigan | No | Continued education in Literature. Currently working on a graduate degree. |
| Sacred Heart High School | Yes | High School Diploma |

Final Recommendation: [Hire or Not Qualified]

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