

INTERVIEW DEBRIEF
面试情况汇报

GENERAL INFORMATION: 基本信息:	
Interview Date: 面试日期:	Candidate Name: 应聘者姓名:
Position applying for: 应聘职位:	Department: 部门:
Interviewed By: 面试官 职位:	Position:

Criteria:标准:	Observation:意见:
Appearance & Grooming 仪容仪表	
Languages 语言能力	
Salary earned Breakdown 薪金明细	
Salary expectations 期望薪资	
Reason to leave 离职原因	
Reason to join 加入行政酒店的原因	
Experience 经验	
Personality & Character 个性 & 性格	
ASL	
Notice period 通知期限	

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<div>OVERALL OBSERVATIONS 总体意见</div>	
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Candidate is recommended to be hired: YES ☐ NO ☐
是否建议聘用应聘者: 是 ☐ 否 ☐

Comments:
评价:
.....

Interviewer Signature: Date:.....
面试官签名: 日期: