

# INTERVIEW DEBRIEF

## 面试情况汇报

<b>GENERAL INFORMATION:</b> 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:

<b>Criteria: 标准:</b>	<b>Observation: 意见:</b>
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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<b><u>OVERALL OBSERVATIONS</u></b> <u>总体意见</u>	
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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: .....  
面试人签名: .....

Date: .....  
日期: .....