

**INTERVIEW NOTES**  
For internal Use Only

**Applicant Information**

Family Name		First Name	
Interview Location		Date	
Suitable Positions			
1.		2.	

**Applicant Assessment**

PLEASE USE THE GRADING SCALE TO ASSESS THE SUITABILITY OF THE APPLICANT:								
8	7	6	5	4	3	2	1	X
OUTSTANDING	EXCEEDS STANDARDS		STANDARD		NEEDS IMPROVEMENT		UNSATISFACTORY	INSUFFICIENT KNOWLEDGE
Interpersonal Communications Skills			Experience			Appearance/Grooming		
Suitability for Shipboard Life			Overall Assessment					
Comments								
Recommend for Hire			Valid Passport			C1/D Visa		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Onboard Training Course Required?					Date Available for Placement (DD/MM/YY)			
<input type="checkbox"/> Yes <input type="checkbox"/> No								
Interviewer Name (please print)					Interviewer Signature			

**References**

REFERENCE CHECK 1	REFERENCE CHECK 2
Company	Company
Contact	Contact
Phone Number	Phone Number
Department/Position	Department/Position