



**TONGA CIVIL SERVICE
STAFF ASSESSMENT FORM**

VACANCY:

DEPARTMENT/MINISTRY:

CANDIDATE:

AGE:

SEX:

DATE AND PLACE OF INTERVIEW:

FACTORS	POINTS	RATING									
		1	2	3	4	5	6	7	8	9	10
Qualification and Training	10										
Experience	10										
Knowledge and Skills	10										
Personality Characteristics	10										
Overall Impression	10										
TOTAL POINTS SCORED:											

ADDITIONAL COMMENTS

RECOMMENDATION:

INITIAL OF PANEL MEMBER:

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DETAIL EXPLANATION OF FACTORS

QUALIFICATION:

- Academic Qualification
- Specialised Training

EXPERIENCE:

- General Experience - Position held: range of experience
- Specific Experience related to position
- Past performance (General)
- Past performance (Related to position)
- Capacity to reach sound judgement

KNOWLEDGE AND SKILLS

- Knowledge and Understanding of requirements to position
- As required by experience, training and educational qualification or natural abilities the individual possesses
- Quick on the uptake

PERSONALITY CHARACTERISTICS:

- Sense of responsibility, leadership ability, loyalty, drive, dependability, staff and public relations

OVERALL IMPRESSION:

- Appearance, manner and Speech