SICC Competency-based Recruitment - Candidate Report Template

Basic Background Information of Candidate

Job Vacancy Title	
Location	

Name of Candidate		Current Job Title	
Date of Interview		Current Employer	
Interviewer		Highest Qualification	
Recruitment Agency		Years of Working Experience	

Attitude / Behavioural Competencies

Competencies	Required	Questions to Ask	Presented	Overall Rating (1-5)
Key competencies				
Value system	Required	Questions to Ask	Presented	Overall Rating (1-5)
Attitude & Behaviours	Required	Questions to Ask	Presented	Overall Rating (1-5)
Interaction with others (such as colleagues)	Required	Questions to Ask	Presented	Overall Rating (1-5)
Motivation & Engagement				

Core Competencies

Competencies	Required	Questions to Ask	Presented	Overall Rating (1-5)
How the candidate thinks, analyzes complex situations, deals with problems to arrive at a solution				

Technical Competencies

Professional Experience	Required	Questions to Ask	Presented	Overall Rating (1-5)
Core Skills	Required	Questions to Ask	Presented	Overall Rating (1-5)

Leadership Competencies

Qualities	Required	Questions to Ask	Presented	Overall Rating (1-5)

Other Assessments

Psychometric Assessment **Yes/No**	*Please Specify:* *Score/Results:*
Referrals **Yes/No**	*Referral 1:* *Referral 2:* *Referral 3:*

Summary

Overall rating **From 1 - 5 (maximum)**		*Additional comments :*
Potential for other positions in the company **Yes/No**		*Please specify:*

Candidate Report - Glossary

Attitude / Behavioural Competencies

Key competencies	definition or description of each competency…
Organizational ability	
Interpersonal skills	
Problem solving skills	
Judgement	
Innovative thinking	

Value system	definition or description of each competency…
Integrity	
Ethics	

Attitude & Behaviours	definition or description of each competency…
Body language	
Politeness	
Courtesy	
Assertiveness	
Confidence	
Ability to focus	
Conformity with dress codes	
Preparation for interview	

Interaction with others (such as colleagues)	definition or description of each competency…
Forge positive relationships	
Reads other's emotions and responds appropriately	
Manage difficult employees	
Communicates clearly and effectively	
Keeps his/her direct reports updated regularly	
Remains calm under pressure	

Motivation & Engagement	definition or description of each competency…
Why did you appply for this role?	
What interests you the most?	
In what ways do you think you may add value to your team and the company?	
What kinds of environment do you work best in?	

Core Competencies

How the candidate thinks, analyzes complex situations, deals with problems to arrive at a solution	definition or description of each competency…
Explains complex material to others / team members	
Rapport with team members	
Gathers information from various available sources before drawing conclusions	
Thinks strategically	
Solves problems with no clear solutions	
Solves ambiguous problems	
Arrives at creative solutions to problems	
Ability to present confidently and coherently to colleagues and clients	
Negotiation skills	
Conflict management skills	

Technical Competencies

Professional Experience	definition or description of each competency…
Career history	
Relevant experience	
Strengths	
Areas for development	
Core Skills	
Academic qualifications	
IT literacy	
Language proficiency	
Other relevant skills specific to applied job role	

Leadership Competencies

Qualities	definition or description of each competency…
Conflict management skills	
Persuasiveness	
Decision making skills	