**Career Promotion Interview Evaluation Sheet**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Smith | Employee ID | EMP-0235 |
| Current Position | Sales Executive | Department | Sales & Marketing |
| Proposed Position | Senior Sales Manager | Interview Date | 07-Oct-2025 |
| Interview Panel | Sarah Johnson (HR), David Lee (Director), Amanda Cruz (Sales Head) | | |

**Evaluation Criteria**

| **No.** | **Evaluation Criteria** | **Description** | **Weight (%)** | **Score (1–10)** | **Weighted Score (=D×E/10)** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Job Knowledge | Understanding of current job and future role responsibilities | 15 | 9 | =15\*9/10=13.5 | Strong grasp of company processes |
| 2 | Leadership Skills | Ability to motivate, guide, and manage a team | 15 | 8 | =15\*8/10=12 | Demonstrates good leadership potential |
| 3 | Communication Skills | Clarity, confidence, and ability to articulate ideas | 10 | 9 | =10\*9/10=9 | Excellent communicator |
| 4 | Problem Solving | Analytical thinking and ability to handle challenges | 10 | 7 | =10\*7/10=7 | Needs improvement in quick decision-making |
| 5 | Team Collaboration | Works effectively with others across departments | 10 | 9 | =10\*9/10=9 | Strong collaborator |
| 6 | Initiative & Innovation | Proactiveness in suggesting improvements | 10 | 8 | =10\*8/10=8 | Shows creativity and ownership |
| 7 | Performance History | Past achievements and contribution to goals | 15 | 10 | =15\*10/10=15 | Top performer for three consecutive years |
| 8 | Adaptability | Willingness to embrace new challenges and changes | 5 | 9 | =5\*9/10=4.5 | Highly adaptable |
| 9 | Professional Conduct | Discipline, attitude, and ethical standards | 5 | 10 | =5\*10/10=5 | Exemplary behavior |
| **Total** |  |  | **100** |  | **=83** |  |

**Overall Assessment**

| **Category** | **Range** | **Evaluation** |
| --- | --- | --- |
| Excellent | 85–100 | Highly Recommended |
| Good | 70–84 | Recommended |
| Average | 55–69 | Consider After Improvement |
| Below Average | <55 | Not Recommended |

**Final Score:** =83  
**Overall Rating:** = Recommended

**Panel Comments**

The candidate has shown exceptional leadership and communication abilities. Recommended for promotion to the next role with mentoring on strategic decision-making.

**Approval Section**

| **Name** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
| HR Representative |  |  |  |
| Department Head |  |  |  |
| Managing Director |  |  |  |