



BONDEMALA INVESTMENT - SMC LIMITED

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HEAD OFFICE: KAMPALA CAPITAL CITY BRANCH OFFICES: NORTHERN REGION - GULU CITY AND NWOYA DISTRICT.

Date:/...../20.....

BONDEMALA INVESTMENT-SMC LIMITED & AFFILIATED COMPANIES OFFICE OF THE DIRECTOR & HUMAN RESOURCES (HR) DEPARTMENT

OFFICIAL INTERVIEW SCORING SHEET

Company Motto: **"GATHER TO GROW"**

A. CANDIDATE INFORMATION

- Position Applied for: _____
- Interview Date: _____
- Candidate Name: _____
- Interview Panel: _____
- Director's Office (Chief Operating Officer)'s Office
- Panel Members Present: _____

B. SCORING SYSTEM

- 5 = Excellent (Exceptional demonstration of competency)
- 4 = Very Good (Strong demonstration of competency)
- 3 = Good (Adequate demonstration of competency)
- 2 = Fair (Limited demonstration of competency)
- 1 = Poor (Failed to demonstrate competency)
- N/A = Not Assessed

C. CORE QUALITIES ASSESSMENT (All Positions)

(Score from 1 to 5 for each criterion)

1. Integrity & Discipline

- Score: _____
- Notes: _____

2. **"Gather to Grow" Alignment**

- Score: _____
- Notes: _____

3. **Problem-Solving Ability**

- Score: _____
- Notes: _____

4. **Respect for Culture & Diversity**

- Score: _____
- Notes: _____

5. **Trustworthiness**

- Score: _____
- Notes: _____

SUB-TOTAL SCORE (Core Qualities): _____ / 25

D. ROLE-SPECIFIC COMPETENCIES

(Select and score the most relevant criteria for the position)

1. **Technical/Functional Skills**

- Score: _____
- Notes: _____

2. **Leadership & Management**

- Score: _____
- Notes: _____

3. **Strategic Thinking**

- Score: _____
- Notes: _____

4. **Operational Execution**

- Score: _____
- Notes: _____

5. **Communication Skills**

- Score: _____
- Notes: _____

6. Customer Focus

- Score: _____
- Notes: _____

SUB-TOTAL SCORE (Role-Specific): _____ / 30

E. BEHAVIORAL ATTRIBUTES & OVERALL ASSESSMENT

1. Initiative & Reactiveness

- Score: _____
- Notes: _____

2. Teamwork & Collaboration

- Score: _____
- Notes: _____

3. Adaptability & Resilience

- Score: _____
- Notes: _____

4. Overall Cultural Fit

- Score: _____
- Notes: _____

SUB-TOTAL SCORE (Behavioral): _____ / 20

F. FINAL SCORE & RECOMMENDATION

- Total Score (C + D + E): _____ / 75
- Overall Percentage: _____ %

INTERVIEW PANEL RECOMMENDATION:

- STRONGLY RECOMMEND FOR HIRE (90%)
- RECOMMEND FOR HIRE (75% - 89%)
- RECOMMEND WITH RESERVATIONS (60% - 74%)
- DO NOT RECOMMEND (60%)

KEY STRENGTHS:

- 1. _____
- 2. _____
- 3. _____

AREAS OF CONCERN / DEVELOPMENT NEEDS:

- 1. _____
- 2. _____
- 3. _____

FINAL COMMENTS AND JUSTIFICATION FOR RECOMMENDATION:

G. APPROVALS

We confirm that this assessment is a true and accurate record of the candidate's performance.

FOR COO (CHIEF OPERATING OFFICER)'S OFFICE INTERVIEWS:

- Signature of COO (Chief Operating Officer): _____
- Signature of HR (Human Resource) Manager: _____
- Date: /...../20.....

FOR DIRECTOR'S OFFICE INTERVIEWS / FINAL APPROVAL:

- Signature of Director: _____
- Date:/...../20.....

DIRECTIVE: The HR (Human Resource) Manager must file this completed form in the candidate's records and send a copy to the Director's Office within 24 hours of the interview.

REFERENCE: This scoring sheet accompanies the Official Interview Framework & Transition Program of Bondemala Investment-SMC Limited & Affiliated Companies.