**Interview report form (checklist)**

Completion of this form provides UNV with the information required to proceed with recruitment of candidates. More information may be added if required. This form may be completed electronically or by hand. Hiring managers are welcome to use their own reporting format, provided the decisions on candidates are clear.

## Candidate details

|  |  |  |  |
| --- | --- | --- | --- |
| Name of candidate |  | | |
| Roster number |  | Date of birth |  |
| Nationality |  | | |
| Gender | Male:  Female:  Other: | | |

## Assignment details

|  |  |  |  |
| --- | --- | --- | --- |
| Assignment title |  | | |
| Interview date |  | Assignment request number[[1]](#footnote-1) |  |
| Language(s) of interview |  | Duty station |  |

**The United Nations Volunteers programme is committed to ensuring non-discrimination based on gender, nationality, culture and disability.**

## Motivation and commitment

The candidate:

* shows required level of interest in the role, host entity and country of assignment YES NO
* distinguishes between employment and volunteer engagement[[2]](#footnote-2) YES NO

**Comments on motivation and commitment (optional)**

|  |
| --- |
|  |

## Functional and technical experience, as indicated in the description of assignment (DOA)

The candidate demonstrated:

* the relevant professional and technical knowledge specific to the assignment

YES NO

* the language skills required for the assignment

YES NO

* sufficient capacity building experience for knowledge transfer e.g. training, coaching

YES NO

**If answered ‘no’ to any of the above, please comment on functional and technical experience**

|  |
| --- |
|  |

## Soft skills

The candidate demonstrated skills for this role in the following areas:

* communication YES NO
* adaptability and flexibility YES NO
* self-management YES NO
* teamwork YES NO
* cross-cultural and gender awareness YES NO
* capacity to work under pressure/stress YES NO

## The candidate has required licences (i.e. driving or professional, please specify)

YES  NO NOT APPLICABLE

|  |  |
| --- | --- |
| Specify license required |  |

## Candidate has confirmed availability YES NO

|  |  |  |  |
| --- | --- | --- | --- |
| Availability date: |  | Expected start date: |  |

## Recommendation (choose one)

**We recommend the candidate for this UNV assignment**

1. Please indicate order of preference if applicable:

First:  Second:  Third:  Fourth:  etc…

**We do not recommend the candidate for this UNV assignment**

Briefly explain why not [mandatory]:

|  |
| --- |
|  |

## Signatures of interview panel members [indicate name, function, organisation, date]

|  |  |  |
| --- | --- | --- |
| Name | **Title and organization** | **Signature** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Refer to submission of candidate profile email from UNV [↑](#footnote-ref-1)
2. Refer to the ‘Interviewing UNV Candidates’ guideline for sample questions [↑](#footnote-ref-2)