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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Cargo al que aspira** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**No. Documento** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Echa de evaluación** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Nombre del candidato** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Nivel educativo** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Estado civil** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Fecha de nacimiento** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Teléfonos** |

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| **FORTALEZAS FRENTE AL CARGO**Marque con una “X” las competencias que pudo encontrar en el candidato durante el desarrollo de la entrevista (Teniendo en cuenta el nivel de competencia exigido para el cargo)

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| **CRITERIOS** | **BAJO****(1)** | **MEDIO BAJO****(2)** | **MEDIO****(3)** | **MEDIO ALTO****(4)** | **ALTO****(5)** |
| Servicio al cliente |  |  |  |  |  |
| Obtención de resultaos |  |  |  |  |  |
| Relaciones interpersonales |  |  |  |  |  |
| iniciativa |  |  |  |  |  |
| Resolución de problemas |  |  |  |  |  |
| Planificación |  |  |  |  |  |
| **Puntaje total** |  |

**COMPETENCIAS ESPECIFICAS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIOS** | **BAJO****(1)** | **MEDIO BAJO****(2)** | **MEDIO****(3)** | **MEDIO ALTO****(4)** | **ALTO****(5)** |
| Empatía y meticulosidad de transmisión de símbolos y signos verbales, faciales y posturales. |  |  |  |  |  |
| Capacidad de interpretación de procesos sistemáticos |  |  |  |  |  |
| Habilidades comunicativas |  |  |  |  |  |
| Organización metódica |  |  |  |  |  |
| Practicidad del medio |  |  |  |  |  |
| Atención, concentración |  |  |  |  |  |
| **Puntaje total** |  |

**Total, puntaje \_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firma del candidato Firma del entrevistador Cargo: |