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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)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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: |