

Interview Form (Administrative & Technical): Viva Voce
Royal University of Bhutan



Name of the candidate: _____

Royal University of Bhutan

Criteria	Factors	Marks	Marks awarded
1. Personality (10)	1.1 Attitude, demeanor and confidence	10	
2. Language (20)	2.1 Dzongkha (Fluency, clarity & vocabulary)	10	
	2.2 English (Fluency, clarity & vocabulary)	10	
3. Intelligence, ability & competence (65) (Knowledge, Skills & Understanding)	3.1 Professional subject (knowledge, skill, interest & experience)	35	
	3.2 General awareness (awareness of the situation including challenges and opportunities)	05	
	3.3 Presentation skills (Organisation of thoughts)	05	
	3.4 Analytical skills	10	
	3.5 Promptness in comprehension and clarity in expression (ability to respond and resolve issues as presented in the case)	10	
4. Others (5)	4.1 Extracurricular activities	02	
	4.2 Individual achievement records (if any)	03	
		100	

Place:

Date:

Name & Signature of the Committee member:

Guideline - Selection Criteria Description for Administrative Positions

Viva Voce

The whole of the assessment would be based on a discussion on profession that the candidate has applied for. It covers his understanding of the situation; the joys and frustrations of the work; his ability to inspire other colleagues as well as his passion for the job and aspiration for the organisation.

CRITERIA	FACTORS	DESCRIPTIONS
1. Personality	1.1 <i>Attitude, demeanor and confidence</i>	Assessment of the personality is based on how the candidate holds and presents during the interview. Assessment can be made in terms of the candidate's: - openness to ideas, - firmness in well considered views - track record of high integrity, honesty and professionalism. <i>Here the panel may want to discuss/ask questions which will give an understanding of the values and goals of the candidate in life.</i>
2. Language & Communication	2.1 Dzongkha <i>(Fluency, clarity & Vocabulary)</i>	Assessment of the Language proficiency (both Dzongkha and English) may be done in the context of the general discussion on the leadership and management role of the position. <i>Here the panel may assess the language proficiency in terms of the candidate's ability to:</i> - organize his thoughts and present clearly. - read and understand - communicate effectively - demonstrate fluency, clarity and vocabulary usage.
	2.2 English <i>(Fluency, clarity & Vocabulary)</i>	
3. Intelligence, ability & competence (knowledge, skills & understanding)	3.1 Professional subject <i>(knowledge, skill, interest & experience)</i>	Assessment on professional subjects can be based on: - the knowledge, skills and understanding of the relevant subjects - experience of any form related to the profession.
	3.2 General awareness <i>(of challenges and opportunities)</i>	Assessment on: - General awareness of the challenges and opportunities and the current situation of the organisation - Awareness based on the discussion of the overall scenario in education globally as well as in the context of Bhutan.
	3.3 Presentation skills <i>(Organisation of thoughts)</i>	Assessment is based on how the candidate presents his thoughts and understandings during the interview.
	3.4 Analytical skills	The analytical skills may be judged from the discussion of the situational analysis of the present as well as future work situation. This can be assessed in terms of the candidate's ability to: comprehend issues with promptness

	3.5 Promptness in comprehension and clarity in expression <i>(ability to respond and resolve issues as presented in the case)</i>	respond and resolve issues as presented in the case <i>Thus the panel may present cases or problems and ask the candidate on his reactions and views.</i>
4. Others	4.1 Extracurricular activities	This could be assessed in terms of: - involvement games and sports activities - participation in literary activities such as debates, quiz, etc. The assessment could be different for school/college level, national level and international level as: - scores for each certificates produced to be awarded in three levels: 0.25 for certificates at school/Institutional level, 0.5 at National level and 1 for every certificate achieved at International level with the maximum score of 2
	4.2 Individual achievements	This can be established from the candidate's exceptional achievement in terms of any form of exceptional leadership and management achievements such as academic topper, leadership roles, etc. The assessment could be carried out as: score of 1 for every certificates received as exceptional achievements such as leadership roles or academic excellence, etc with the maximum score as 3
	3.4 Analytical skills	The analytical skills may be judged from the discussion of the situational analysis of the present as well as future work situation. This can be assessed in terms of the candidate's ability to: - comprehend issues with promptness - respond and resolve issues as presented in the case <i>Thus the panel may present cases or problems and ask the candidate on his reactions and views.</i>