

Interview Attendance Form Sample

The **interview attendance form sample** is designed to efficiently record the presence of job applicants during their interview sessions. This form helps HR professionals track candidate punctuality and participation, ensuring a seamless recruitment process. It serves as a standardized document for maintaining accurate interview records.

| | |
|----------------------|----------------------|
| Date of Interview | <input type="text"/> |
| Position Applied For | <input type="text"/> |
| Interviewer Name(s) | <input type="text"/> |

Applicant Attendance Record

| # | Applicant Name | Time of Arrival | Signature | Remarks |
|---|----------------------|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | |
|-------------------|----------------------|------|----------------------|
| HR/Recruiter Name | <input type="text"/> | Date | <input type="text"/> |
|-------------------|----------------------|------|----------------------|

Note: Please ensure all fields are completed accurately. Use additional sheets if more applicants are present.