

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