

MOCK JOB INTERVIEW EVALUATION

STUDENT NAME: _____ DATE: _____

EVALUATOR: _____

The performance of each student will be rated on a scale of 1 (Poor) to 5 (Excellent).

PROFESSIONAL APPEARANCE	<ul style="list-style-type: none"> Professional Apparel Neat/Clean Appearance Modest cologne/accessories Shoes Clean/Polished 	1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
INTRODUCTION	<ul style="list-style-type: none"> Arrives 15 minutes early Introduces Self Strong Handshake Smiles Waits to Be Seated 	1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
BODY LANGUAGE	<ul style="list-style-type: none"> Makes eye contact Sits upright (Not slouched) Positive/Confident General Body Language 	1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
INTERVIEW SKILLS	<ul style="list-style-type: none"> Knowledgeable in area Relates experience to job Provides complete answer Relates all skills sets asked by interviewer 	1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
COMMUNICATION SKILLS	<ul style="list-style-type: none"> Uses proper grammar Actively Listens to interviewer Avoids controversial topics Uses proper terminology 	1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
QUESTIONING SKILLS	<ul style="list-style-type: none"> Student asks questions Avoids salary questions Question shows research Questions show interest 	1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
RESUME QUALITY	<ul style="list-style-type: none"> Resume brief and concise Stresses skills not tasks Page space used effectively Eye catching Appropriate font Showcases student well 	1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5

Comments: