

## Interview Skills & Evaluation Form

Interviewee:

Interview Topic:

Interviewer:

Time:

<p><b><u>Interviewee Preparedness (1):</u></b> Interviewee comes to the interview prepared with questions for the interviewer, note taking tools, extra copies of their resume and/or cover letter, etc.</p>	<p><b><u>Physical Appearance (2):</u></b> Interviewee has a professional appearance appropriate to their prospective profession.</p>
<p><b><u>Language and Vocalics (3):</u></b> Interviewee is articulate and displays an appropriate level of vocal variety/rate while speaking. Uses correct grammar and language suitable to questions and the interview environment.</p>	<p><b><u>Physical Behaviors (4):</u></b> Interviewee displays appropriate physical behaviors and body movements during the interview (i.e. eye contact, facial expression, posture, leg/hand placement, gestures, no fidgeting, etc.).</p>
<p><b><u>Content of Answers (5):</u></b> Overall content and relevance of answers to interview questions. Does the interviewee use personal references? Do they display knowledge in the specified field? Are their answers thorough?</p>	<p><b><u>Cover Letter and Resume (6):</u></b> Write any comments/suggestions for cover letters and resumes here.</p>

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Derived from: Morreale, S., Moore, M., Surges-Tatum, D., & Webster, L. (2007). The competent speaker speech evaluation program, 2nd ed. Washington, DC: National Communication Association Non Serial Publications Program.