



JOB INTERVIEW EVALUATION FORM

Name _____

Directions: As you observe the job interview, place a check mark next to the items the interviewee successfully completed.

Greeting

_____ Was the applicant's greeting appropriate?

_____ Did the applicant shake the interviewer's hand at the beginning of the interview and make eye contact?

Body Language

_____ Did the applicant look confident?

_____ Did he or she sit up in the chair and look the interviewer in the eye?

Responses

_____ Did the applicant explain his or her answers?

_____ Did the applicant appear to respond in an ethical, honest manner?

Language

_____ Did the applicant use proper language?

_____ Could you understand the applicant's answers?

Exit

_____ Did the applicant thank the interviewer?

_____ Did the applicant shake the interviewer's hand and make eye contact?