

## Mock Interview Evaluation Form

Student Name: \_\_\_\_\_ Instructor: \_\_\_\_\_

First Impression	Yes	No
Did the applicant arrive on time for their interview?		
Did the applicant dress appropriately for the job they are interviewing for?		
Did the applicant show respect to staff members of the CDC?		
Did the applicant wait to be seated in the interviewer's office?		
Did the applicant bring professional materials, resume, padfolio, etc?		
Did the applicant firmly shake hands with the interviewer?		

Non-Verbal Communication	Yes	No
Did the applicant maintain an appropriate level of eye-contact?		
Did the applicant maintain posture and limited fidgeting?		
Did the applicant use hand gestures for emphasizing interview points?		

Verbal Communication	Yes	No
Did the applicant speak clearly, at an appropriate speed and volume?		
Did the applicant avoid phrases such as "um" and "like"?		
Did the applicant display enthusiasm about the job?		

Interview Content	Yes	No
Did the applicant state clear career goals related to the job?		
Did the applicant answer questions completely, yet briefly?		
Did the applicant emphasize qualifications and experience that relate to the job?		
Did the applicant focus on strengths and positive attributes?		
Did the applicant respond to questions promptly?		
Did the applicant demonstrate knowledge of the company and the job?		
Did the applicant use the STAR(situation, task, action, result) response to questions?		
Did the applicant discuss varied experiences, rather than focusing on one?		

Closing	Yes	No
Did the applicant ask at least two questions to the interviewer at the end?		
Did the applicant thank the interviewer for their time?		

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_