Mock Interview structure and evaluation form

- This is an **exercise** only, not interviews for a real job
- Employers interview students for a fictitious "job" to help with communication skills
- Employer asks questions as in their own real interviews
- The objective is to evaluate student's presentation ability to:
    1. express background and assets,
    2. answer questions effectively,
    3. answer questions regarding problem-solving ability, initiative, team skill, etc.
- Technical preparedness is not as important
- At end of interview, employer provides feedback and advice, i.e., apparel, behaviour, what works, what doesn't, better ways to handle questions, how they came across, etc. The student learns about himself/herself and improves performance in future real interviews.

Employer will use checklist below to provide feedback and give it to the student. This is just a guideline. Employers can add observations as they see fit.

Student name	**√ or comment**
Professional attire	
Punctuality	
Brought resume?	
Brought job ad?	
Greeting with hand shake	
Knows about the company?	
Preparedness for the job sought	
Asked questions at the end?	
Smiled throughout interview?	
Good bye with smile and hand shake	