

Interview Feedback Form

Student Name _____

Interviewer Name _____

Directions

Please give the student a score from 1-5 for each point below; 1 meaning the student needs improvement and 5 meaning the student exhibited excellent interview skills.

An "Excellent" performance is one where the student exhibits confidence and communicates effectively throughout the interview. The interview should flow smoothly from start to finish and all participants are fully engaged throughout the meeting. The interviewee should leave you with a positive sense of his/her capabilities, interests, and opinions.

Appearance

Dressed appropriately	1	2	3	4	5
Orderly presentation of self	1	2	3	4	5
Preparedness (brought resume builder)	1	2	3	4	5

Nonverbal Communication

Body Control	1	2	3	4	5
Exhibits confidence	1	2	3	4	5
Eye contact	1	2	3	4	5

Listening/Answering Skills

Easily analyzes and interprets questions	1	2	3	4	5
Addresses issues effectively	1	2	3	4	5
Keeps response relevant to question	1	2	3	4	5
Responds in a clear and concise manner	1	2	3	4	5

Quality of Responses

Ability to effectively communicate	1	2	3	4	5
Uses proper grammar/language use	1	2	3	4	5
Enunciates well	1	2	3	4	5
Thoughtfulness and insightfulness of responses	1	2	3	4	5

Overall Effectiveness

Interpersonal skills	1	2	3	4	5
Confidence in overall interview	1	2	3	4	5

Comments

On the back of this page, please note at least one thing the student did really well and one thing that they need to improve upon, in addition to any additional comments you feel will help them improve their interviewing skills. Thank you.