

Welcoming Center Mock Interview Feedback Form

Applicant Name:

Date:

Interviewer:

Rating Key

3 points - Excellent, would not be a problem in a job interview

2 points - Good, needs only a little improvement

1 point - Fair, needs quite a bit of improvement; could be a problem in a job interview

0 points - Poor, needs much improvement; will be a serious problem unless addressed

First Impression/Dress/Clear Speech

1. Gives feeling of optimism and energy when first meeting the interviewer 1. _____
2. Is well-groomed; neatly and appropriately dressed 2. _____
3. Talks clearly and distinctly, words are not mumbled 3. _____

Nonverbal Behavior/Body Language

4. Sits squarely in chair, has good posture 4. _____
5. Maintains open position (arms not crossed and so on) 5. _____
6. Establishes good eye contact throughout the interview 6. _____
7. Appears relatively relaxed, maintains poise 7. _____

Content of Job Interview

8. Expresses work values, explaining why job is wanted 8. _____
9. Makes known abilities relevant to the job being sought 9. _____
10. Relates past achievements to skills needed for the job 10. _____
11. Demonstrates interest and enthusiasm for the job 11. _____
12. Answers interviewer's questions with confidence 12. _____
13. Neutralizes weaknesses or turns them into positives 13. _____
14. Asks questions about the job or work organization 14. _____
15. Avoids flat "yes" or "no" answers to questions 15. _____
16. Thanks interviewer by name for the interview 16. _____

Strengths of the student: _____

Things to work on: _____

Other comments? _____

Would you hire this person? _____