

Perfect Interview: Self-evaluation

Use the following checklist to evaluate your performance with Perfect Interview. After completion, contact Career Services to set up an appointment with a career counselor.

- ☐ Did you seem natural and yourself?
- ☐ Did you display energy and a positive attitude? Were you sincere and interesting?
- ☐ How well did you talk about yourself? Was it in a clear and concise manner?
- ☐ Evaluate your non-verbal communication.
 - Posture? (were you rigid or overly relaxed?)
 - Did you fidget?
 - Where were your hands?
- ☐ Did you maintain eye contact?
- ☐ Would you describe yourself as being alert and attentive?
- ☐ Did you answer the questions asked? Did you stick to the subject?
- ☐ Were you able to emphasize your strong points?
- ☐ Did you portray self-confidence? Or, were you defensive and apologetic for lack of experience?
- ☐ How well did you focus on your ability to learn quickly, your communication skills, analytical abilities and other strengths?
- ☐ Were you prepared to answer tough and situational questions?
- ☐ Could you comfortably discuss any aspect of your resume in depth?
- ☐ Did you use action verbs and other “power” words?
- ☐ How did you describe your past experience? Did you criticize a former employer, teacher, friend, colleague, or school? Or, were you able to remain positive?
- ☐ Did you use technical jargon? Was it phrased in a manner that requires its use in your response? Was it used appropriately?
- ☐ Evaluate your grammar. How well did you articulate yourself? Did you stumble when answering the questions? Did you use pauses rather than “uhs”?
- ☐ Did you use filter words such as “umm” and “uh” a lot?