



# JOB INTERVIEW EVALUATION FORM

Name \_\_\_\_\_

**Directions:** As you observe the job interview, place a check mark next to the items the interviewee successfully completed.

## Greeting

\_\_\_\_\_ Was the applicant's greeting appropriate?

\_\_\_\_\_ Did the applicant shake the interviewer's hand at the beginning of the interview and make eye contact?

## Body Language

\_\_\_\_\_ Did the applicant look confident?

\_\_\_\_\_ Did he or she sit up in the chair and look the interviewer in the eye?

## Responses

\_\_\_\_\_ Did the applicant explain his or her answers?

\_\_\_\_\_ Did the applicant appear to respond in an ethical, honest manner?

## Language

\_\_\_\_\_ Did the applicant use proper language?

\_\_\_\_\_ Could you understand the applicant's answers?

## Exit

\_\_\_\_\_ Did the applicant thank the interviewer?

\_\_\_\_\_ Did the applicant shake the interviewer's hand and make eye contact?