

Career Services / NWTC
Mock Interview Evaluation Form – 100 Points



Student's Name: _____ Student ID: _____ Interview Date: _____

Competency	Scale					Comments
	Does Not Meet	Below Average	Average	Above Average	Excellent	
Positive & Professional First Impression						
Appearance: professionally dressed, grooming, etc.	1	2	3	4	5	
Arrived on time (10 minutes early)	Yes = 5 Points			No = 0 Points		
Used firm handshake (Beginning and End of Meeting)	1	2	3	4	5	
Quality of Resume Format (Meets industry standards)	1	2	3	4	5	
Prepared For The Interview	Does Not Meet	Below Average	Average	Above Average	Excellent	
Personal Introduction "Tell me about yourself" (Answer is Professional/related to position)	2	4	6	8	10	
Presented resume & brought pad folio/professional folder & pen	Yes			No		
Demonstrated knowledge of position as communicated on the job description	1	2	3	4	5	
Demonstrated knowledge of the company & its product, mission, etc.	1	2	3	4	5	
Interview Savvy	Does Not Meet	Below Average	Average	Above Average	Excellent	
Answers reflected understanding of the questions asked	1	2	3	4	5	
Behavioral Question Techniques: Addressed problem/situation using action & result	1	2	3	4	5	
Spoke confidently, clearly, and professionally	1	2	3	4	5	
Conveyed enthusiasm and genuine interest	1	2	3	4	5	
Body Language (Eye Contact & Good Posture)	1	2	3	4	5	
Articulated strengths and gave 3 strong examples	1	2	3	4	5	
Identified area of growth/weakness & described how they are working to improve	1	2	3	4	5	
Utilized portfolio documents & discussed at appropriate times	Yes		No		N/A	

Closing Observations	Does Not Meet	Below Average	Average	Above Average	Excellent	
Able to describe why they feel they are a good fit for the company or position "Why should we hire you?"	2	4	6	8	10	
Asked 1-3 appropriate questions specific to the company/industry	1	2	3	4	5	
Asked about next steps in the hiring process	Yes			No		
Asked for a business card or contact information	Yes			No		
Conveyed a positive attitude throughout the interview	1	2	3	4	5	
Handled stress and nervousness appropriately throughout the interview	1	2	3	4	5	
Expressed appreciation for the interview	Yes			No		

Interviewer's Name and Title:	Recommendations for student:
Signature:	
Organization:	
Phone:	
Email:	

Additional Comments for Instructor:	
What was most memorable about this candidate?	Would you hire this person? Please Explain:
<input type="checkbox"/> A Referral to Career Services is recommended. Please explain:	

Total Points Possible	100	Job Search Documents Reviewed? Resume  Cover Letter 
Point Deductions		
Total Points Earned		