



Mock Interview Metric & Feedback Form

Interviewer: _____ Student Interviewed: _____

Score: 1= far below standard 2=below standard 3=meets standard 4= above standard 5 = far exceeds standard

CATEGORY	SCORE	COMMENTS
I. RESUME <ul style="list-style-type: none"> • Is resume professional and neat? • Is resume free of errors? • Does resume “sell” examples of transferable skills? 	1 2 3 4 5	
II. APPEARANCE AND POISE: <ul style="list-style-type: none"> • Is interviewee punctual? • Is interviewee dressed professionally and appropriately? • Does the interviewee appear confident and poised? • Does interviewee maintain good posture? • Does interviewee make eye-contact with the interviewers? • Does the interviewee give an appropriate handshake? 	1 2 3 4 5	
III. SKILL PRESENTATION: <ul style="list-style-type: none"> • Does interviewee answer content of each question clearly? • Does interviewee “sell” their skills? • Does interviewee appear prepared and knowledgeable about the position they are applying for? • Does interviewee reference items on their resume? • Does interviewee appear to give straightforward, honest responses? • Does interviewee come across as someone who can work well with others? 	1 2 3 4 5	
IV. DELIVERY AND LANGUAGE <ul style="list-style-type: none"> • Does interviewee use proper language and enunciate their responses? • Is the interviewee professional, and mature throughout the interview? • Does the interviewee answer questions with appropriate wait time? • Does interviewee avoid distracting mannerisms and phrases? (“ums”, tapping, hair twirling, etc.) 	1 2 3 4 5	

Total Score out of 20 pts. possible: _____ (see following page for chart of score ranges)



<p style="text-align: center;">YOU'RE HIRED!!!</p> <ul style="list-style-type: none">- stellar resume- great poise, professional dress, great eye-contact- very confident- detailed and specific answers to questions- sells skills and references previous experience- appears to have many leadership qualities- appears very honest and easy to work with- interviewee is professional when responding- very clear and concise manner of speaking- above-average maturity	<p style="text-align: center;">18pts. – 20pts.</p>
<p style="text-align: center;">WE'RE CONSIDERING YOU...</p> <ul style="list-style-type: none">- thorough resume- decent poise, professional dress, good eye-contact- somewhat confident- specific answers to questions- sells some skills- appears to have some leadership potential- appears honest and non-conflict prone- interviewee is usually professional when responding- clear manner of speaking- noticeable maturity	<p style="text-align: center;">15 pts. – 17 pts.</p>
<p style="text-align: center;">WE MIGHT HAVE HIRED YOU, BUT ...</p> <ul style="list-style-type: none">- resume is organized, but shows little experience- not enough poise, semi-professional dress, some eye-contact- confidence is not convincing- specific answers to some questions, others too general- comes off as a little too inexperienced- appears to be a hard-worker, but not necessarily a leader- appears to have some communication problems- interviewee attempts to be professional when responding- manner of speaking is comprehensible, but sometimes a bit unclear- some maturity evident	<p style="text-align: center;">14 pts. – 12 pts.</p>
<p style="text-align: center;">DON'T CALL US, WE'LL CALL YOU...</p> <ul style="list-style-type: none">- resume feels incomplete or has many errors- no poise, dress too casual or inappropriate, poor eye-contact- lack of confidence- answers to questions are not convincing, relevant, or sufficient- inexperience is obvious- does not appear to possess leadership skills- does not come across as a dependable employee- interviewee is <u>not</u> professional when responding- manner of speaking is unclear, jumbled or poorly worded- interviewee needs more experience and maturity	<p style="text-align: center;">11 pts. and below</p>