

The Student Success Centre

Careers | Leadership | Experience

MOCK INTERVIEW EVALUATION

STUDENT _____

POSITION/TITLE _____

INTERVIEWER _____

DATE _____

Rate interview on a scale of 1 (lowest) to 5 (highest) in the following areas of interviewing skills:

NONVERBAL BEHAVIORS	1	2	3	4	5	N/A
1. Dressed appropriately						
2. Firmly shook hands of interviewer before and after						
3. Maintained eye contact with interviewer						
4. Maintained good posture						
5. Appeared relaxed with confidence						
6. Used hands for emphasis where appropriate						
VERBAL BEHAVIORS						
1. Greeted interviewer by name						
2. Answered questions completely, yet briefly						
3. Responded to questions using STAR formula						
4. Stated career goal (s) and related it to position						
5. Emphasized qualifications						
6. Pointed out work-related skills						
7. Displayed enthusiasm						
8. Focused on strengths; avoided weaknesses						
9. Listened closely to questions						
10. Responded to questions promptly, but not hurried						
11. Asked appropriate questions of the interviewer						
12. Spoke clearly and at a reasonable volume						
13. Demonstrated knowledge of the field/company						
14. Avoided use of phrases such as "um" & "you know"						
15. Thanked interviewer						

KEY STRENGTHS:

- 1.
- 2.

POSSIBLE AREAS OF IMPROVEMENT:

- 1.
- 2.

ACTION PLAN FOR IMPROVEMENT:

- 1.
- 2.

- S** Situation
- T** Task
- A** Action
- R** Result
- S** Summary

How are you rated in the interview?

Job qualifications: 10%
 Attitude: 40%
 Communication Skills: 25%
 Appearance: 25%