# MOCK INTERVIEW ASSESSMENT

## 1. FIRST IMPRESSION

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Fair</td>
<td>Average</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

### a. Presence of Necessary Competencies

Evaluator should place a check next to those competencies that the student displayed during the mock interview:

- Friendly greeting and firm handshake
- Candidate introduced self
- Displays basic knowledge of manners/social skills
- Appropriate opening statement in response to “Tell me about yourself”
- Candidate expressed direct interest in position and company at beginning of interview

### b. Evaluator Comments

_______________________________________________________________________________________
_______________________________________________________________________________________

## 2. PROFESSIONAL DRESS

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Fair</td>
<td>Average</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

### a. Presence of Necessary Competencies

- Grooming (hairstyle, nails, cologne, cosmetics, etc.)
- Neatness of Appearance
- Candidate wore a two-piece business-style suit in gray, black or navy
- Candidate wore appropriate blouse or shirt/tie
- Candidate wore appropriate shoes and socks/hosiery
- Candidate carried materials in appropriate briefcase, portfolio, or folder

### b. Evaluator Comments

_______________________________________________________________________________________
_______________________________________________________________________________________

## 3. VERBAL/NON-VERBAL COMMUNICATION

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Fair</td>
<td>Average</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

### a. Presence of Necessary Competencies

- Logical presentation of ideas
- Use of professional language/terminology
- Delivery (enunciation, pronunciation, pace, inflection)
- Avoids verbalized pauses (um, ah)
- Avoids repetitive words (like, etc.)
- Acceptable posture
- Appropriate use of gestures
- Control of facial expression
- Listens carefully, comprehends questions, answers appropriately
- Avoids nervous habits

### b. Evaluator Comments

_______________________________________________________________________________________
_______________________________________________________________________________________

## 4. BEHAVIORAL/SITUATIONAL INTERVIEWING SKILL

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Fair</td>
<td>Average</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

### a. Presence of Necessary Competencies

- Use of STAR Method (Situation, Task, Action Result) to formulate answers
- Use of positive, professional examples
- Answer is concise with a beginning, middle, and end
- Demonstrates leadership skills
- Demonstrates teamwork ability
- Demonstrates positive reaction to criticism
- Demonstrates appropriate technical skills
- Demonstrates ethical judgment/appropriate self-management
- Demonstrates decision making skills
- Demonstrates problem solving skills
5. PERSONAL STYLE

1…………………………………..2…………………………………3……………………………………4………………………………….5
Poor Fair Average Good Excellent

a. Presence of Necessary Competencies

☐ Displays enthusiasm for profession, company, and position  ☐ Demonstrates appropriate assertiveness in promoting qualifications/skills and asking for the job directly
☐ Displays pleasant attitude and outgoing personality during interview  ☐ Displays an appropriate level of confidence in self and skills
☐ Demonstrates professional demeanor throughout interview  ☐ Uses positive language and examples throughout interview, even when asked a negative question  ☐ Asks questions during interview  ☐ Candidate thanked interviewer at conclusion of interview

b. Evaluator Comments

_______________________________________________________________________________________
_______________________________________________________________________________________

6. QUALIFICATIONS

1…………………………………..2…………………………………3……………………………………4………………………………….5
Poor Fair Average Good Excellent

a. Presence of Necessary Competencies

☐ Demonstrates knowledge of company and position  ☐ Grades  ☐ Relevant degree/major/concentration
☐ Involvement in Campus and Community Activities/Leadership Positions  ☐ Internship/Co-Op Experience
☐ Part-time/Full-time Work Experience  ☐ Research Experience  ☐ Study Abroad Experience
☐ Demonstrates critical thinking skills

b. Evaluator Comments

_______________________________________________________________________________________
_______________________________________________________________________________________

7. GOAL ORIENTATION

1…………………………………..2…………………………………3……………………………………4………………………………….5
Poor Fair Average Good Excellent

a. Presence of Necessary Competencies

☐ Able to articulate a short-term goal relevant to position/company  ☐ Able to articulate a long-term goal relevant to position/company
☐ Stated individual goals align with goals of company  ☐ Motivated to achieve goals/Provides evidence of steps taken toward achievement of goals  ☐ Goals are realistic relevant to level of education, experience, and achievability

b. Evaluator Comments

_______________________________________________________________________________________
_______________________________________________________________________________________

8. OVERALL ASSESSMENT OF MOCK INTERVIEW

1…………………………………..2…………………………………3……………………………………4………………………………….5
Poor Fair Average Good Excellent

Overall Comments

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________