# MOCK INTERVIEW ASSESSMENT

## 1. FIRST IMPRESSION

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**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**

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## 2. PROFESSIONAL DRESS

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**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 wore appropriate jewelry  
- [ ] Candidate carried materials in appropriate briefcase, portfolio, or folder

**b. Evaluator Comments**

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## 3. VERBAL/NON-VERBAL COMMUNICATION

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**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**

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## 4. BEHAVIORAL/SITUATIONAL INTERVIEWING SKILL

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**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

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**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**

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6. QUALIFICATIONS

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**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**

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7. GOAL ORIENTATION

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**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**

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8. OVERALL ASSESSMENT OF MOCK INTERVIEW

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**Overall Comments**

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