

MOCK INTERVIEW ASSESSMENT

1. FIRST IMPRESSION

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

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

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

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

3. VERBAL/NON-VERBAL COMMUNICATION

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

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

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

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

b. Evaluator Comments

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
