

Student: _____ Date: _____ Interviewer: _____

Class Requirement? Yes No

If Yes, Class/Instructor: _____

MOCK INTERVIEW ASSESSMENT

1. FIRST IMPRESSION AND PROFESSIONAL DRESS

1.....2.....3.....4.....5
Below Expectations Needs Improvement Meets Expectations Exceeds Some Expectations Exceeds All Expectations

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
- Candidate expressed direct interest in position and company at beginning of interview
- Neatness of Appearance and Grooming Candidate carried materials in briefcase, portfolio, or folder
- Candidate wore a two-piece business-style suit (in gray, black or navy), appropriate blouse or shirt/tie, and appropriate shoes

b. Evaluator Comments

2. VERBAL/NON-VERBAL COMMUNICATION

1.....2.....3.....4.....5
Below Expectations Needs Improvement Meets Expectations Exceeds Some Expectations Exceeds All Expectations

a. Presence of Necessary Competencies

- Appropriate opening statement in response to "Tell me about yourself"
- 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

3. BEHAVIORAL/SITUATIONAL INTERVIEWING SKILL

1.....2.....3.....4.....5
Below Expectations Needs Improvement Meets Expectations Exceeds Some Expectations Exceeds All Expectations

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

4. PERSONAL STYLE

1.....2.....3.....4.....5
Below Expectations Needs Improvement Meets Expectations Exceeds Some Expectations Exceeds All Expectations

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
- Actively engaged during interview process
- Demonstrates professional demeanor throughout interview
- Asks questions during interview
- Candidate thanked interviewer at conclusion of interview

b. Evaluator Comments

5. QUALIFICATIONS

1.....2.....3.....4.....5
Below Expectations Needs Improvement Meets Expectations Exceeds Some Expectations Exceeds All Expectations

a. Presence of Necessary Competencies

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

b. Evaluator Comments

6. GOAL ORIENTATION

1.....2.....3.....4.....5
Below Expectations Needs Improvement Meets Expectations Exceeds Some Expectations Exceeds All Expectations

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
- 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

7. OVERALL ASSESSMENT OF MOCK INTERVIEW

1.....2.....3.....4.....5
Below Expectations Needs Improvement Meets Expectations Exceeds Some Expectations Exceeds All Expectations

Overall Comments
