

Mock Interview Rating Sheet

Directions for interviewer: Have a brief discussion with the student/learner on how well they performed at the end of the interview. Afterwards, please complete this form for each interview and submit to the connector or teacher/faculty. The information and feedback on this form will be used to improve student/learner interviewing skills, better preparing them for interviews for internships, college and the world of work.

Please provide your honest feedback and advice.

Name of Student/Learner: _____

Name of Interviewer: _____ Date: _____

Application, Resume, and Cover Letter	Excellent	Average	Needs Work
Student/learner brought copies of documents to the interview.			
Documents were neat and easy to read.			
Documents were complete and contain appropriate information.			
Comments/advice:			

Appearance and Professionalism	Excellent	Average	Needs Work
Student/learner was dressed in appropriate professional attire.			
Student/learner greeted the interviewer with their name and a firm handshake.			
Student/learner closed the interview by thanking the interviewer and offering a firm handshake.			
Student/learner referred to the interviewer by name during the interview, made appropriate eye contact, and maintained a confident posture.			
Student/learner communicated clearly and confidently throughout the interview.			
Student/learner used proper body language throughout the interview.			
Comments/advice:			

Interview Content	Excellent	Average	Needs Work
Student/learner stated skills and experiences clearly, using concrete examples.			
Student/learner avoided giving inappropriate information (i.e. personal problems, negative feelings about past employers, etc.)			
Student/learner asked at least two questions regarding the position or company.			
Comments/advice:			

Overall Review	Yes	No
If I had a job opening, I would consider this applicant for employment.		
Overall comments regarding the interview:		

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