

Mock Interview Rating Sheet

Directions for interviewer: Have a brief discussion with the learner¹¹ 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 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 Learner: _____

Name of Interviewer: _____ Date: _____

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

¹¹ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

Interview Content	Excellent	Average	Needs Work
Learner stated skills and experiences clearly, using concrete examples.			
Learner avoided giving inappropriate information (i.e., personal problems, negative feelings about past employers, etc.)			
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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