

Mock Interview Rating Sheet

Directions for interviewer: Have a brief discussion with the student on how well they performed at the end of the interview. Afterwards, please complete this form at each interview. The information and feedback on this form will be used to improve student 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: _____

Name of Interviewer: _____ Date: _____

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

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

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