

Class _____

- 1. Appearance** (*appropriate dress, physical appearance, neatness*)
- 2. Social Skills** (*first impression, handshake, introduction, eye contact*)
- 3. Presentation** (*brought needed materials, relaxed/nervous, self-confidence, posture*)
- 4. Questions Answered** (*pausing before answering, descriptive & specific information given, level of preparation for interview, self-knowledge*)
- 5. Questions Asked** (*prepared questions ahead of time, pertinent & specific*)
- 6. Conclusion** (*left clear image of interest in job, clarified next steps, thanked interviewer for time*)
- 7. Overall Impression(s)**