Name_		

Interview Scoring Guide

Content	Yes (15-11 pts.)	Somewhat (10-6pts.)	No (5-0 pts.)
Initial meeting:			
Firm handshake, Introduce themselves			
Physical Behavior:			
Good Posture			
Sat appropriately			
Used eye contact			
Nervous habits (swinging foot, playing with			
rings, etc)			
Smiled			
Dressed Appropriately:			
Ladies wore appropriate clothing, jewelry,			
shoes, makeup, hairstyle			
Gentlemen wore appropriate clothing, dress			
pants, dark socks, tie, dress shirt, hair			
appropriate			
No visible piercing other than earrings, or			
tatoos			
Answering Questions:			
Used complete sentences			
Used slang			
Answers rambled			
Had appropriate vocal volume			
Used poor grammar			
Mumbled			
Answered questions appropriately			
"Bought time" appropriately			
Expanded on answers as to give their			
qualifications for the job			
Asking Questions:			
Asked appropriate questions			
Brought Resume:			
Brought their resume with them to the			
interview and paper and pen.			
Closing the Interview:			
Shook the interviewers hand			
Smiled			
Thanked them by name			
Total		/105 pts.	