

Student Name \_\_\_\_\_

Interviewer Name \_\_\_\_\_

Criteria	5	10	15	20	Score
<b>Appearance</b>	Overall appearance is untidy Choice in clothing is inappropriate for any job interview(torn, unclean, wrinkled) Poor grooming	Appearance is somewhat untidy Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc) Grooming attempt is evident	Overall neat appearance Choice in clothing is acceptable for the type of interview Well-groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles)	Overall appearance is very neat Choice in clothing is appropriate for any job interview Very well groomed (hair, make-up, clothes pressed, etc.) Overall appearance is businesslike	
<b>Greeting</b>	Unacceptable behavior and language Unfriendly and not courteous	Used typical behavior and language – did modify behavior to fit the interview Attempts to be courteous to all in interview setting	Acceptable behavior, well mannered, professionalism lacking Courteous to all involved in interview	Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc) Friendly and courteous to all involved in interview	
<b>Communication</b>	Presentation shows lack of interest Speaking is unclear – very difficult to understand message of what is being said (ex. Mumbling) Volume is inappropriate for interview (ex. Spoke too loudly, too softly)	Showed some interest Speaking is unclear –lapses in sentence structure and grammar Knowledge of job is minimal	Showed interest throughout the interview Speaking clearly Minimal mistakes in sentence structure and grammar Knowledge and facts are included/shared Volume is appropriate	Very attentive Speaking clearly Appropriate use of sentence structure and grammar Commitment and enthusiasm for job is conveyed Volume conveys business tone	
<b>Body Language</b>	Fidgeted – (ex constant movement of hands and feet) Lack of eye contact Slouching all the time	Fidgeted – (ex movement of hands and feet frequently) Eye contact is made intermittently Occasionally slouching	Minimal fidgeting (ex. occasionally shifting) Occasional loss of eye contact Brief slouching, but quickly correcting self	No fidgeting Eye contact made Sitting straight in chair	
<b>Responding to Questions</b>	Inappropriate answers to questions Did not attempt to answer questions	Give inaccurate answers Attempts to answer questions	Answers are acceptable and accurate Answers questions	Thorough answers to questions Gives examples to support answers when appropriate	

**Mock Job Interview  
First Round**

**1. Tell me a little about yourself.**

**2. What are your strengths?**

**3. What kind of personality do you work best with?**

**4. How would you feel about working for someone who knows less than you?**

**★5. Tell me about a time you had to deal with conflict on the job. (This answer should use the STAR technique)**

**Situation**

**Or**

**Task**

**Action**

**Result**

**6. Your own question . . . . .**

**Overall Comments:**