

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.		