**Rating Sheet**

Complete the form at the end of each interview. The information and feedback will be used to improve student interviewing skills. Honest feedback and advice are appreciated.

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Student |  | Name of Reviewer |  | Date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Application, Resume, and Cover Letter** | **Strongly Agree** | **Agree** | **Neutral** | **Disagree** | **Strongly Disagree** |
| Documents were complete and contain appropriate information |  |  |  |  |  |
| Documents were neat and easy to read |  |  |  |  |  |
| Student brought copies of documents |  |  |  |  |  |
| Comments/Notes | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Appearance and Behavior** | **Strongly Agree** | **Agree** | **Neutral** | **Disagree** | **Strongly Disagree** |
| Student was dressed in appropriate professional attire |  |  |  |  |  |
| Student greeted the interviewer with their name and a firm handshake |  |  |  |  |  |
| Student referred to the interviewer by name, made appropriate eye contact, and maintained a confident posture |  |  |  |  |  |
| Student communicated clearly and confidently |  |  |  |  |  |
| Student used proper body language |  |  |  |  |  |
| Comments/Notes | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Interview Content** | **Strongly Agree** | **Agree** | **Neutral** | **Disagree** | **Strongly Disagree** |
| Student stated skills and experiences clearly and used 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/Notes | | | | | |

|  |  |  |
| --- | --- | --- |
| **Overall Review** | **Yes** | **No** |
| I would consider this applicant for employment if I had a job opening |  |  |
| Overall Comments/Notes | | |