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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Student |  | Name of Interviewer |  | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **Application, Resume, and Cover Letter** | **Excellent** | **Average** | **Needs Work** |
| Documents were complete and contain appropriate information |  |  |  |
| Documents were neat and easy to read |  |  |  |
| Student brought copies of documents to the interview |  |  |  |
| **Comments/Advice** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Appearance and Professionalism** | **Excellent** | **Average** | **Needs Work** |
| 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 during the interview, made appropriate eye contact, and maintained a confident posture. |  |  |  |
| Student communicated clearly and confidently throughout the interview. |  |  |  |
| Student used proper body language throughout the interview. |  |  |  |
| **Comments/Advice** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Interview Content** | **Excellent** | **Average** | **Needs Work** |
| 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/Advice** | | | |

|  |  |  |
| --- | --- | --- |
| **Overall Review** | **Yes** | **No** |
| I would consider this applicant for employment if I had a job opening |  |  |
| **Overall comments regarding the interview** | | |