

EVALUATE THE INTERVIEW

1 = excellent 2 = good 3 = fair 4 = poor

APPEARANCE 1 2 3 4

Grooming

Professional attire

Conservative appearance

Accessories

What can I improve next time? _____

COMMUNICATION 1 2 3 4

Listened with focus

Maintained eye contact

Asked clarifying questions

Gave thoughtful answers

Spoke clearly, making my point without rambling

What can I improve next time? _____

ATTITUDE 1 2 3 4

Presented an attitude of confidence

Expressed my enthusiasm

Communicated a willingness to learn

What can I improve next time? _____

ABILITY 1 2 3 4

Clearly communicated that I can do the job

Focused on skills, knowledge, and experiences

Emphasized characteristics needed for the job

What can I improve next time? _____

COMPATIBILITY 1 2 3 4

Determined that I could fulfill the responsibilities competently

Gained understanding about the people who work there

Clarified that the organization and I are a good fit

What can I improve next time? _____
