

Name _____
(Activity will be collected)**Interview Results Sheet (Effective Communication for the Workplace - Job interview)**

You will watch two people being interviewed for the same job with the same questions. Take notes about what you like or do not like about their answers and how they appear as they are being interviewed. Put a check mark on each line of the rating scale.

1. So, let's start by having you tell me a little bit about yourself and why you are interested in this position?
2. Our company focuses primarily on outdoor adventures and the clothing and equipment our customers need for an outstanding outdoor experience. What skills do you have that would assist in our mission?
3. Please describe a challenge you experienced and how you solved it.
4. As a sales person, you will have a lot of interaction with customers. How would you handle a customer who is being rude to you?
5. Do you have any final comments?

Desiree (Interview #1)	1 LOW	2	3	4	5 HIGH
Body language (e.g. posture, eye contact, attentiveness, pleasant attitude)					
Active listening (e.g. concentrates on speaker, nods, smiles)					
Pleasant tone of voice, polite					
Dressed professionally					
Clear answers with detail- questions 1-5					
Strong ending statement- question 6					

NOTES (Use back page for additional notes):

Veronica (Interview #2)	1 LOW	2	3	4	5 HIGH
Body language (e.g. posture, eye contact, attentiveness, pleasant attitude)					
Active listening (e.g. concentrates on speaker, nods, smiles)					
Pleasant tone of voice, polite					
Dressed professionally					
Clear answers with detail- questions 1-4					
Strong ending statement- question 5					

NOTES: (Use back page for additional notes)

Working in groups of four, come to consensus as to who the team would hire and be prepared to justify your reasons.