MOCK INTERVIEW RATING SHEET

Directions to Employer: Please check the answer that best describes the student during the interview. This form will be used to improve interviewing skills, so please give **honest** feedback. Any "tips" you can give the student will be greatly appreciated. Thank you.

Name of Student _____

Name of Interviewer _____ **Date** _____

Rating Factor	Yes	No	Needs work
INTRODUCTION			
Introduced self appropriately			
Greeted you by name			
Offered a firm handshake			
Maintained good eye contact			
COMMENTS/ADVICE			
INFORMATION SHARING			
Stated skills and experiences clearly in concrete terms			
Did not provide inappropriate information (personal problems, negative feelings about previous employers, etc.)			
Appeared interested, enthusiastic and honest			
Was able to answer questions and communicated clearly			
Asked at least one question regarding employment or your business/service			
COMMENTS/ADVICE			
CLOSING			
Offered to follow-up on the interview (example: May I contact you?)			
Offered a final handshake			
COMMENTS/ADVICE			
EMPLOYER IMPRESSIONS			
Was appropriately dressed and groomed			
Was prepared for the interview			
Had an appropriate attitude			
Used proper body language			
If you had a job opening, would you consider the applicant for employment?			
COMMENTS/ADVICE			
CLOSING COMMENTS: Overall comments regarding the interview and student.			

Based on Mock Interview Packet designed by Clinton County Regional Educational Service Agency, 4179 S Old US 27, St Johns, MI 48879

State Support Team 10