

MOCK INTERVIEW EVALUATION FORM

Student's Name _____ Date _____
 Interviewer's Name _____ Position interviewing for _____

Please circle the appropriate rating and make comments as needed.

1-Needs Improvement; 2-Satisfactory; 3-Above Average; 4-Excellent

Appearance/Conduct:

Personal Hygiene/Neatness	1	2	3	4
Appropriate Attire	1	2	3	4
Proper Handshake/Introduction	1	2	3	4
Refrained From Nervous Habits	1	2	3	4

Comments: _____

Voice/Speech/Eye Contact:

Appeared Sociable, Friendly, Composed	1	2	3	4
Used Correct Grammar	1	2	3	4
Made Consistent Eye Contact	1	2	3	4
Good Posture	1	2	3	4
Cleared Confusion When Necessary	1	2	3	4

Comments: _____

Conversational Ability:

Could Converse Easily	1	2	3	4
Expressed Eagerness/Enthusiasm for Job	1	2	3	4
Articulate and Good Pronunciation	1	2	3	4
Answered Questions in a Complete Manner	1	2	3	4
Asked Interviewer Good Questions	1	2	3	4

Comments: _____

Prepared for Interview:

Appeared Prepared for Questions	1	2	3	4
Brought a Copy of Resume	1	2	3	4
Resume Appeared Neat and Organized	1	2	3	4
Brought Supplies Needed (pens, paper)	1	2	3	4
Student Seemed Ready for Interview	1	2	3	4

Comments: _____