

Mock Interview Feedback Form

Adapted from *Student Activities for Taking Charge of Your Career Direction: Career Planning Guide, Book III*, by R.D. Lock, 1996.

Applicant:

Date:

Interviewer:

Field:

The interviewer will fill out this feedback form and discuss the rating with the applicant. The form is given to the applicant for their future reference, and must be brought with them to the CWS if additional follow-up is indicated.

Rating Key

2 points - Excellent or good, would not be a problem in a job interview

1 point - Fair, needs improvement; could be a problem in a job interview

0 points - Poor, needs much improvement; will be a serious problem unless addressed

First Impression/Dress/Clear Speech

- | | |
|--|----------|
| 1. Gives feeling of optimism and energy when first meeting the interviewer | 1. _____ |
| 2. Greets with a firm handshake, eye contact | 2. _____ |
| 3. Has completed resume | 3. _____ |
| 4. Is groomed well, is neatly and appropriately dressed | 4. _____ |
| 5. Talks clearly and distinctly, words are not mumbled | 5. _____ |

Nonverbal Behavior/Body Language

- | | |
|--|----------|
| 6. Sits squarely in chair, has good posture | 6. _____ |
| 7. Maintains open position (arms not crossed and so on) | 7. _____ |
| 8. Establishes good eye contact throughout the interview | 8. _____ |
| 9. Appears relatively relaxed, avoids fidgeting, maintains poise | 9. _____ |

Content of Job Interview

- | | |
|--|-----------|
| 10. Communicates job objective to interviewer | 10. _____ |
| 11. Expresses work values, explaining why job is wanted | 11. _____ |
| 12. Makes known abilities relevant to the job being sought | 12. _____ |
| 13. Relates past achievements to skills needed for the job | 13. _____ |
| 14. Demonstrates interest and enthusiasm for the job | 14. _____ |
| 15. Answers interviewer's questions with confidence | 15. _____ |
| 16. Neutralizes weaknesses or turns them into positives | 16. _____ |
| 17. Asks questions about the job or work organization | 17. _____ |
| 18. Avoids flat "yes" or "no" answers to questions | 18. _____ |

Closing the Interview

- | | |
|---|-----------|
| 19. Learns when interviewer will contact her about the hiring decision | 19. _____ |
| 20. Thanks interviewer by name for the interview, asks for card, shakes hands again | 20. _____ |

Total Points: _____

36-40 points: You're hired!!!

30-35 points: You may get the job, but other candidates are in the running too!

20-29 points: Your getting the job is doubtful, you need more interview practice.

11-19 points: Not likely to get the job; much more interview practice is needed.

0-10 points: You definitely need to do much more hard work on preparation and planning for job interviews and career planning in general.

Check here to indicate student should take advantage of additional follow-up with a CWS counselor.
Specific suggestions:

Other notes/thoughts/comments: