

Name _____

ACTIVITY 15-3: Interview Practice

Use this form to evaluate the performance of the person being interviewed during practice interviews.

Name of Person Interviewed _____

Attribute	Rating		
	Excellent	Good	Strengthen
Employment Documentation:			
Cover letter			
Resume			
Job application			
Portfolio samples			
Comments:			
Job Qualifications:	Excellent	Good	Strengthen
Skills			
Education			
Experience			
Measurable accomplishments			
Comments:			
Attitude:	Excellent	Good	Strengthen
Confident			
Enthusiastic			
Sincere			
Courteous			
Respectful			
Comments:			
Listening Skills:	Excellent	Good	Strengthen
Pays attention			
Thinks about information before replying			
Answers the questions asked			
Comments:			

ACTIVITY 15-3: Interview Practice

Attribute	Rating		
	Excellent	Good	Strengthen
Appearance: Clean Neat Appropriately dressed Conservative jewelry Did not eat, chew gum, or smoke Comments:			
Body Language: Smiled Good posture Good eye contact Pleasant facial expression Firm handshake No frowning, jaw clenching, crossed arms, or nervous habits Comments:			
Spoken Language: Used strong, pleasant tone of voice Used confident and concise statements Used names of interviewers Avoided slang and “fillers” Used correct grammar Used good word choice Used appropriate vocabulary Comments:			

Additional Comments: