

# BUSINESS ESSENTIALS

## CAREER PLANNING AND DEVELOPMENT

### MOCK INTERVIEW EVALUATION

INTERVIEWER:

---

STUDENT:

---

DATE OF INTERVIEW:

---

Rate the student interviewee on a scale of 1 (lowest) to 5 (highest) in the following areas of interviewing skill.

#### NONVERBAL BEHAVIORS

1. Dressed appropriately	1	2	3	4	5
2. Firmly shook hands of interviewer before and after	1	2	3	4	5
3. Maintained eye contact with interviewer	1	2	3	4	5
4. Maintained good posture	1	2	3	4	5
5. Did not fidget	1	2	3	4	5
6. Used hands for emphasis where appropriate	1	2	3	4	5

#### VERBAL BEHAVIORS

1. Listened closely to questions	1	2	3	4	5
2. Answered questions completely, yet briefly	1	2	3	4	5
3. Greeted interviewer by name	1	2	3	4	5
4. Thanked interviewer	1	2	3	4	5
5. Emphasized qualifications	1	2	3	4	5

## BUSINESS ESSENTIALS

# CAREER PLANNING AND DEVELOPMENT

6. Pointed out work-related skills	1	2	3	4	5
7. Displayed enthusiasm	1	2	3	4	5
8. Focused on strengths; avoided weaknesses	1	2	3	4	5
9. Acted in polite manner	1	2	3	4	5
10. Stayed calm	1	2	3	4	5
11. Responded to questions promptly, but not hurriedly	1	2	3	4	5
12. Knows when a decision will be made	1	2	3	4	5
13. Asked appropriate questions of the interviewer	1	2	3	4	5
14. Spoke clearly and at a reasonable volume	1	2	3	4	5
15. Demonstrated knowledge of the field/company	1	2	3	4	5
16. Avoided use of phrases such as “um” & “you know”	1	2	3	4	5
17. Stated career goal(s) and related it to position	1	2	3	4	5