

ADVANCED CAREER READINESS FINAL

MOCK INTERVIEW

Student Information

Name	Date
Company (3pts)	Class Period
Job Title (2pts)	Interviewer

Ratings

	SCORING: Excellent Poor				
	5	4	3	2	1 - 0
Appearance <i>Student is clean, well groomed, and wearing an appropriate interview attire.</i>					1 - 0
<i>Comments:</i>					
Body Language <i>Student sits/stands up straight, makes good eye contact, appears poised and confident.</i>	10 - 9	8 - 7	6 - 5	4 - 3	2 - 0
<i>Comments:</i>					
Greeting <i>Student introduces him/herself, shakes hand, gives appropriate salutation.</i>	5 - 4 - 3			2 - 1 - 0	
<i>Comments:</i>					
Content <i>Student answers questions clearly & appropriately. Demonstrates knowledge of company and position. Reveals confidence in self/skills. Establishes how their skills would relate to job.</i>	50 - 49 - 48 - 47 - 46	45 - 44 - 43 - 42	41 - 40 - 39 - 38 - 37	36 - 35 - 34 - 33	32 - 0
<i>Questions Asked:</i>					
<i>Comments:</i>					
Communication Skills <i>Student uses proper tone, speed, and volume, uses proper language and grammar.</i>	10 - 9	8 - 7	6 - 5	4 - 3	2 - 0
<i>Comments:</i>					
Attitude <i>Student displays a positive attitude, enthusiasm</i>	5	4	3	2	1 - 0
<i>Comments:</i>					
Preparedness <i>Student has resume and references printed and ready for presentation. Notebook/pen.</i>	15	10	5	0	
<i>Comments:</i>					
Intrapersonal Skills <i>Student asks appropriate responsive questions and is appropriately on topic.</i>	10 - 9	8 - 7	6 - 5	4 - 3	2 - 0
<i>Comments:</i>					
Closing <i>Student gives a proper valediction, expresses gratitude, shakes hand.</i>	5 - 4 - 3			2 - 1 - 0	
<i>Comments:</i>					
TOTAL:	/120				

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your interviewee/interviewer. Signing this form does not necessarily indicate that you agree with this evaluation.

Interviewee Signature	Date
Interviewer Signature	Date