|  |
| --- |
| ADVANCED CAREER READINESS FINAL |

# MOCK INTERVIEW

## Student Information

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

## Ratings

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