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Mock Interview Feedback Form

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.

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. Has completed resume 2. _____
3. Is groomed well, is neatly and appropriately dressed 3. _____
4. Talks clearly and distinctly, words are not mumbled 4. _____

Nonverbal Behavior/Body Language

5. Sits squarely in chair, has good posture 5. _____
6. Maintains open position (arms not crossed and so on) 6. _____
7. Leans slightly forward (about ten degrees) 7. _____
8. Establishes good eye contact throughout the interview 8. _____
9. Appears relatively relaxed, 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. Neutralises 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 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: No job; you definitely need to do much more hard work on preparation and planning for job interviews and career planning in general.

Other notes/thoughts/comments: