# Mock Interview Rating Sheet

Directions for interviewer: After the interview, thank student and ask them to take a short break while you fill out the rubric below. Once they return, have a brief discussion with the student on how well they performed. Some questions you might ask are:

* How do you think you did?
* What do you think you did well?
* What do you think you did poorly?
* How do you think you can improve?
* Is there anything you need from me to improve?

**Note: This next part can be painful for students, especially those who have never experienced this type of feedback. Ease into this part and encourage the student to take notes. Give students the chance to breathe, ask you follow-up questions, and dig into the fine details of what they can do better.**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of student: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of interviewer: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Appearance and Professionalism** | **Excellent** | **Average** | **Needs Work** |
| Student was dressed in appropriate professional  attire. |  |  |  |
| Student greeted the interviewer with their name. |  |  |  |
| Student closed the interview by thanking the  interviewer. |  |  |  |
| Student referred to the interviewer by name during the interview, made appropriate eye contact, and maintained a confident posture. |  |  |  |
| Student communicated clearly and confidently  throughout the interview. |  |  |  |
| Student used proper body language throughout the interview. |  |  |  |
| **Comments/advice:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Interview Content** | **Excellent** | **Average** | **Needs Work** |
| Student stated skills and experiences clearly, using  concrete examples. |  |  |  |
| Student avoided giving inappropriate information (i.e. personal problems, negative feelings about past employers, etc.) |  |  |  |
| Student asked at least two questions regarding the  position or company. |  |  |  |
| **Comments/advice:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Application, Resume, and Cover Letter** | **Excellent** | **Average** | **Needs Work** |
| Documents were complete and contain appropriate information. |  |  |  |
| Documents were neat and easy to read. |  |  |  |
| Student brought copies of documents to the  interview. |  |  |  |
| **Comments/advice:** | | | |

|  |  |  |
| --- | --- | --- |
| **Overall Review** | **Yes** | **No** |
| If I had a job opening, I would consider this applicant for employment. |  |  |
| **Overall comments regarding the interview:** | | |

**\*Remind the students not to lose their voice in the group interviews next week, but don’t talk over people. Ask questions in the interview.**

Adapted from “Mock Interview Rating Sheet”, New York City, Department of Education, Work-based Learning Toolkit. <http://wbltoolkit.cte.nyc/wp-content/uploads/2017/07/12.3.3-Mock-Interview-Rating-Sheet.pdf>