



INTERVIEW DOCUMENTS (resume, cover letter, etc.)

Completed application packet: Yes Needs Work N/A

Notes:

Appropriate, relevant information: Yes Needs Work N/A

Notes:

Neatness: Yes Needs Work N/A

Notes:

Organized: Yes Needs Work N/A

Notes:

INTRODUCTION

Introduced self appropriately: Yes Needs Work N/A

Notes:

Greeted with firm handshake or appropriate greeting: Yes Needs Work N/A

Notes:

Arrived punctually (early or on time): Yes Needs Work N/A

Notes:

Good eye contact: Yes Needs Work N/A

Notes:

INTERVIEW CONTENT

Stated experience and skills clearly and in concrete terms: Yes Needs Work N/A

Notes:

Avoided giving inappropriate information (personal problems, negative feelings about past employers, etc.):

Yes Needs Work N/A

Notes:

Answered questions adequately and communicated clearly: Yes Needs Work N/A

Notes:

Content shared was relevant: Yes Needs Work N/A

Notes:

Knew about company and job/program requirements: Yes Needs Work N/A

Notes:

INTERVIEW SKILLS & TECHNIQUES

Was appropriately dressed and groomed: Yes Needs Work N/A

Notes:

Had an appropriate attitude: Yes Needs Work N/A

Notes:

Used proper body language: Yes Needs Work N/A

Notes:

Exhibited good pacing, conciseness in responses: Yes Needs Work N/A

Notes:

Spoke at audible level; no slang or space fillers (i.e. "um"): Yes Needs Work N/A

Notes:

Maintained good eye contact throughout interview: Yes Needs Work N/A

Notes:

CLOSING

Had questions for interviewer (at least 2 questions about employment or business/service) : Yes Needs Work N/A

Notes:

Asked about next steps: Yes Needs Work N/A

Notes:

Offered to follow-up on interview: Yes Needs Work N/A

Notes:

Offered final handshake or appropriate closing and thank you: Yes Needs Work N/A

Notes:

Overall comments regarding the interview, interviewee, and the process:

INTERVIEW QUESTIONS

Tell me about yourself. | How would you describe yourself? | How would others describe you?

Tell me what you know about our organization. Why are you interested in this position?

What are your skills or strengths?

In what areas do you need to improve? | What do you consider your biggest weakness?

How do you think a friend or professor who knows you well would describe you?

What accomplishment has given you the greatest satisfaction?

What is the toughest challenge you have faced? Why?

Tell me about a time when you had a major problem and explain how you dealt with it. A good follow up question to this might be: How would you handle the same situation differently now?

Tell me about a time when you worked with someone you disliked and how you handled the situation.

What motivates you to put forth your greatest effort?

Why did you choose this career field?

Where do you see yourself in five years?

We're interviewing several qualified candidates for this position, why should I hire you?