

Interviewer _____ Interviewee _____

INTERVIEW EVALUATION SHEET

Please listen and observe the candidate carefully as you ask and he or she answers the questions. When the interview is done, take a minute or two to mark up this evaluation sheet for us to do a follow up. In the space give the student a 1 = poor, 2 = fair, or 3 = good, for the overall evaluation of each particular area. Also indicate, with a check mark in the spaces provided, the areas that the student can improve in. Written comments would be particularly helpful as well. Thank you for your assistance in helping this student further his/her interviewing skills.

HANDSHAKE _____

- Too limp
- Too strong
- Too tight a grip
- Too loose a grip
- Too few shakes
- Too much pumping
- Hand felt damp or cold
- Hand felt sweaty

Comments:

INTRODUCTION _____

- Mumbled name
- Didn't smile
- Didn't acknowledge that she/he was glad to meet you

Comments:

CONTENT OF ANSWERS _____

- Did not provide examples or specific details
- Did not speak in complete sentences
- Talked in run on sentences
- Gave answers that were too long or too brief
- Gave monosyllabic answers

Comments:

DELIVERY _____

- Spoke too loudly or softly
- Speech too fast or slow
- Spoke in too high a pitch
- Ended sentences on an up note (as if asking for approval)
- Used slang
- Used weak words (like, I mean, perhaps, maybe, I think, don't you think?)

Comments:

Body Language

DELIVERY _____

- Slouched in chair
 - Leaned to far away from interviewer
 - Leaned to close to interviewer
 - Crossed legs
 - Put hand behind head
 - Not animated enough
- Comments:**

EYES _____

- Did not look at interviewer frequently enough
 - Averted gaze just before answering questions
 - Raised eyebrows at inappropriate times
- Comments:**

BODY MOVEMENTS _____

- Used too many hand movements
 - Used overly dramatic hand movements
 - Did not use hands enough
 - Wrung hands
 - Tapped on desk
 - Kicked foot nervously
 - Bit/chewed on lip
 - Fidgeted
 - Played with hair
 - Rubbed nose, pulled ear or other nervous actions
 - Nodded head too often or too vigorously
- Comments:**

ATTITUDE _____

- Did not come across as energetic
 - Lacked self-confidence
 - Overly confident
 - Lacked enthusiasm
 - Did not seem attentive
 - Came across as too eager to please
 - Did not come across as friendly
 - Seemed uncomfortable talking about self
- Comments:**